



**City of Kingston  
Report to Council  
Report Number 25-009**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Christa Walsh, Manager, Financial Planning  
**Date of Meeting:** December 3, 2024  
**Subject:** Fees and Charges By-Law for the 2025 fiscal year

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**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 new by-law to establish the fees and charges for the 2025 fiscal year and to repeal 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", in its entirety. This report also recommends amendments to other City bylaws that have specific references to By-Law Number 2005-10.

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. Respective revenues will be incorporated into the Mayor's 2025 operating budget based on the fees and charges established for 2025.

**Recommendation:**

**That** a by-law, attached to Report Number 25-009 as Exhibit A, be presented to Council to establish the fees and charges for the 2025 fiscal year.

**That** a By-Law to Repeal 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, and to amend other City by-laws that have specific references to By-Law Number 2005-10, attached to Report Number 25-009 as Exhibit B, be presented to Council to repeal By-Law Number 2005-10, in its entirety, as of January 1, 2025.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

p.p. ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Growth & Development 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, provided 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 current 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 2.3% as at the end of the third quarter of 2024. In cases where fees are being adjusted by an inflationary factor, an average escalation of 2% plus 1% for capital purposes, where applicable, has been applied, effective January 1, 2025. 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. 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.

This report recommends repealing By-Law Number 2005-10 and presenting a new bylaw to Council to establish the fees and charges for the 2025 fiscal year. The new bylaw has been updated to replace the Consumer Price Core Index with the Ontario Consumer Price Index as a more appropriate and single measure of inflation for future years.

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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.

### **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**

- No change to the fee for “Affidavit for non-profit housing matters” in order to support tenants.

### **Cemetery Fees**

- Changes made to fee structure to ensure that costs for interment (burial) rights and markers (monuments) are being appropriately recovered.
  - The fee for a single plot and the one-time care and maintenance fee have been consolidated.
  - Burial fees have been removed; these fees will now be paid directly by the customer to the contractor.
  - New fees added to reflect City management of cemetery operations:
    - Cornerstones (set of four required per plot)
    - Interment rights transfer and repurchase fees

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- Lot marking
- Marking fees
- Flat and upright markers.

### **City Clerk's Office**

- The following fees remain constant as they are sufficient to recover costs:
  - Document search [pursuant to the Municipal Freedom of Information and Privacy Protection Act (MFIPPA)]
  - Photocopy of documents, including by-laws
  - Copy or Scan of large format drawings
- Civil marriage solemnization fees are increasing 9% to reflect the increased demand for the service; fees remain lower than private officiant options.
- The civil marriage witness provision fee remains the same as it is sufficient for cost recovery.

### **Environment**

- Updated the Environmental Engineer/Geoscientist fee to include Ecologist for the recovery of time for peer reviews and compliance and dispute resolutions.

### **Springer Market Square**

- These fees were previously included in Schedule D – Recreation & Leisure.

### **Daily and Other Rates**

- An Application jury review fee was added to recover costs.

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## **Schedule B – Museums**

### **Heritage Reference Materials**

- No change to the fee for Volumes – Buildings of Architectural Significance, to encourage sale of the remaining inventory.
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**Schedule C - Grand Theatre****Regina Rosen & Baby Grand Auditoriums**

- A 5% increase is being applied to rental fees for commercial clients to align with market rent for similar sized venues; nonprofits/community groups have been increased by an inflationary adjustment only.
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**Schedule D - Recreation & Leisure****All Inclusive Fit Pass Membership**

- Fee description updated to include access to Boys and Girls Club.
- An increase of 5% in the monthly fee is being applied for 2025 to encourage the purchase of annual memberships.

**Culligan Water Park**

- Camp visit – group of 10 or more increased by 4% for ease of cash management.

**Other Fees**

- The following fees remained the same or changed more or less than an inflationary factor in order to support cash payments:
  - Per person fee for Toonie swim, skate or gymnasium
  - Camp swim rate

**Programs**

- Removal of the “2 days a week per class” fee as this option is no longer provided.
- Public skating per visit increased by a fixed \$0.25 to support cash payments.

**Artillery Park Programs**

- Adult swim lessons increased by 4% to be consistent with comparable markets.
- The following fees are increasing more or less than an inflationary factor for the ease of cash handling:
  - Swim lessons, parent with tot
  - Swim to survive – 3 classes

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## Schedule E – Facility Rentals

### Recreational Facilities

- Hourly room surcharge added for statutory & public holidays to recover additional staffing and operational costs of service for the following facilities:
  - Portsmouth Olympic Harbour
  - Artillery Park Aquatic Centre
  - Rideau Heights Community Centre
  - INVISTA Centre
  - Kingston East Community Centre
  - Cataraqui Community Centre
  - Centre 70
  - Slush Puppie Place

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## Schedule F - Rideaucrest Catering & Coffee Shop

### Food and Beverage

- A review of all food and beverage related items was completed to ensure fees are sufficient to recover costs. As a result, a number of fees remained at 2024 rates, however, some fees were increased by more than an inflationary adjustment to reflect supplier price increases.
- Added a new fee for “Coffee Shop - unlisted food items” in order to recover cost plus 30% for any new pre-packaged food items that may be added to the selection.

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## Schedule G - Arenas

### Ice Rentals

- School Board ice rental fee increased by 10% to align with comparator markets.
  - Added new per hour holiday premium on statutory and public holidays in order to recover additional staffing and operational costs of service.
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## Schedule H - Parks

### Special Events

- The “Mega event” park rental fees for both half and full days increased by 5% in order to recover the additional costs related to staff resources on these large-scale events.

### Film Productions

- This is a new fee category that provides for daily rental fees based on the City’s Film Policy.
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## Schedule I – Sports Fields

- All major, minor and tournament fees have been updated to clarify that the fee is per field. Tournament fees, per field, will be subject to a 40% discount for 2025; the discount will be phased out over a three-year period.
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## Schedule J – Artificial Fields

- The operational dates for prime time and non-prime time have been updated to reflect a longer natural grass season.
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## Schedule K – Marinas

### Confederation Marina

- Increased seasonal, monthly, weekly and daily mooring fees and associated fees for Confederation Marina by 5% due to demand and capital maintenance cost recovery.

### Storage

- Fees for “Cradle storage – collapsible and non-collapsible” are increasing more than inflation in order to fully recover the external cost of the service.

### Other Fees

- Increasing fees for ice by 6% for ease of cash handling.

### Commercial Passenger Dock

- New fee category added to recover hourly service costs. Minimum one hour charge.

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## Schedule L - Airport

### Landing of Aircraft

- Changed Fee Category name from “Landing of Aircraft in Excess of 2,270 kilograms (5,000 lbs).” to “Landing of Aircraft”
- Added new “Minimum for Commercial Fixed-Wing” fee for commercial aircraft below 2,270 kilograms

### Passenger Facility

- No change made to the Passenger Facility fee in order to remain competitive.

### Surcharges

- No change to the “Avgas fuel and Turbine fuel surcharges” as they are sufficient to recover costs.
- Removed the Flying Surcharge fee per hour and added a new Commercial Operations fee per aircraft per month for aircraft based in Kingston.

### Motor Vehicle Parking

- The short-term per hour and daily parking space fees are increasing slightly more than an inflationary adjustment to support parking equipment.
- Parking fees for 7 days, 14 days, and 21 days are being removed and the daily rate will apply.

### Property Maintenance

- The “Natural growth trimming and/or removal” fee previously based on actual costs, is being replaced with a fixed fee of \$150.00 per hour.
- New fees for service are being added for:
  - Snow removal, per hour
  - Sweeping, per hour
  - Grass cutting, per hour
  - Sanding, per hour plus materials
  - Pavement de-icing application, per hour plus materials
  - Fuel spills, per hour plus materials
  - Escorting fee, per hour
  - Other miscellaneous services, to be negotiated

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## **Schedule M - Planning**

### **Committee of Adjustment – Minor Variances**

- New fee for “Category 3 minor variances (plus PN)” added for express transit overlay applications greater than 6 storeys.

### **Civic Addressing and Road Naming**

- Replaced the Civic address change fee with Minor and Major Addressing fees with specific definitions.

### **Miscellaneous Fees**

- Fees for photocopies or printing of documents – black and white, are remaining the same to be consistent with similar fees collected in other areas.

### **Development Application Review – Development Engineering**

- Split the Committee of Adjustment review fee into two categories to align with the development approval fee structure, thereby creating a new fee for consents:
  - Committee of Adjustment (CoA) – outside of consent CoA applications
  - Committee of Adjustment review - consents
- Increased the “Site Plan Control review – minor application – including modifications” fee to align with other similar review fees.
- No change to the Plan of Subdivision deposits as they are sufficient to address risk.
- The fee for “Resubmitted Plot Plan – previously rejected” is being reduced to an appropriate cost recovery level.
- Added a new fee for “Encroachment onto Easement Agreement” to recover the cost of staff time related to this service.
- Added a new deposit fee for offsite agreements.

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### **Schedule O - Parking**

A comprehensive parking fee study is scheduled to be completed in 2024 to inform future parking fees and charges. Any fee amendments will occur early in 2025.

The following parking fees have not changed for 2025:

- 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.

#### **On Street Parking – Meters and Pay and Display**

- A correction has been made to the Zone 8 and Zone 9 fees, as they were previously inverted.
- A new Zone 11 fee has been added as per Council Report 24-133 – “Parking By-Law Amendment and Mobile Parking Payment Transaction Fee”.

#### **Parking Lots**

- The Drury Lot fee has been removed as the site is permanently closed

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### **Schedule P - Solid Waste**

#### **Garbage**

- Garbage Bag Tags (each) are increasing from \$2 to \$4 each. These fees have remained constant for many years to encourage disposal and are now being adjusted to reflect the actual cost of service.

#### **Source Separated Organics and Composting**

- Backyard composters are increasing by more than an inflationary factor in order to recover costs of service.

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**Disposal Fees**

- No changes are being made to the following fees as they are sufficient to recover the cost of service:
    - Aerosol containers – including empty but pressurized
    - Fluorescent lamps – maximum 100 linear feet
    - Oil
    - Miscellaneous organics greater than 4 litres - solvents/non-solvents and adhesives, glue, turpentine, naphtha, etc.
    - Petroleum distillates/light fuels - gasoline, kerosene, etc.
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**Schedule Q – Transit**

Kingston Transit fares normally increase every three years with rates originally scheduled to increase in 2023. The 2023 and 2024 rates were held constant in efforts to continue to rebuild ridership following the pandemic.

**Single Cash Fares, Multi-Ride Cards and Passes**

- For 2025, most rates have increased by 3.9% with some minor adjustments for rounding. The following rates have been adjusted by more than the 3.9%:
  - Single Cash Fares – Adult, youth and senior (\$0.25 increase per single fare or 7.7%)
  - Day Passes – Adult, youth and senior - unlimited rides throughout the day (discounted to reflect less than three times the single trip fare)
  - New - Conference and Event Passes – Adult, youth and senior – up to 5 days per attendee (discounted to reflect less than five times the single trip fare)
- No changes are being made to the CNIB cardholder single cash fare, the Adult, youth and senior monthly affordable transit passes under the Municipal Fee Assistance Program (MFAP) and the smart card – reloadable fees.
- The following fees are being removed as these services are being covered by other fee structures:
  - Passes – Commuter – 5 consecutive weekdays
  - Passes – Youth and senior – week – 7 consecutive days

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- The following new passes are being added to support institutional and other programs that have not previously been reflected in the by-law:
  - Post Secondary – semester pass
  - Field Trip – annual pass
  - Newcomer pass – 30 days

### **Employer Group Pass**

- The employer group monthly passes fee, previously based on number of employees, is being replaced with a single per employee monthly fee.
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### **Schedule R - Building Permits**

The minimum fee for all permits, when applicable, is being updated to \$147.55 for 2025.

### **Other Permit Classes**

- No changes to Sewage System Permit” fees as they are sufficient to recover respective costs and to ensure consistency in fee structures.
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### **Schedule S - Licensing and By-Law Enforcement**

#### **Animal Registration**

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

#### **Business Licenses**

- The alarm monitoring and annual alarm vendor license fees have been removed as they are now managed by Kingston Police Services.
- No changes to “Short-term Rental Brokerage” fees that were added in 2024.
- Removed fee for “Specific location sale: Class 1 (8 Locations: Schedule S-3 of By-Law 2006-213)” as no longer required.
- No change to fee for “Specific location sale: Class 3 (2 Locations: Schedule S-3 of By-Law 2006-213)” in order to support vendors.
- Transportation Network Company license fees have been removed as the City does not have the authority to charge these fees.

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**Administrative Fees**

- Photocopy copies of document fees remain the same to be consistent with other similar fees.
  - Fee for “Property standards/yard re-inspections - after first inspection to confirm compliance of any order” is increasing more than an inflationary factor to appropriately recover the cost of services and to better align with other municipalities.
  - A new surcharge, equivalent to 15% of the remedial costs, has been added to the fee for “Property Standards/Yards - Charges for Administration of Remedial Work and Repairs” where remedial costs are greater than the minimum administrative fee of \$145.65.
  - A new “Order of Remedy” fee has been added.
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**Schedule T - Fire and Rescue****Miscellaneous**

- “Smoke and CO alarm replacement fee” has changed from a cost recovery fee to \$41.25 administrative fee plus cost recovery.
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**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.

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**Contacts:**

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

Christa Walsh, Manager, Financial Planning

**Other City of Kingston Staff Consulted:**

Applicable municipal departments.

**Exhibits Attached:**

Exhibit A - City of Kingston Fees and Charges By-Law, 2025

Exhibit B - City of Kingston By-Law - Repeal of Fees and Charges By-Law and Amend Other By-Laws



# City of Kingston By-Law Number 2025–XX

## *Fees & Charges By-Law, 2025*

1<sup>st</sup> Reading            date

2<sup>nd</sup> Reading            date

3<sup>rd</sup> Reading            date

Passed                date

# City of Kingston By-Law Number 2025–XX

## *Fees & Charges By-Law, 2025*

<b>1</b>	<b>INTERPRETATION</b>	<b>5</b>
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<b>4</b>	<b>GENERAL</b>	<b>9</b>

# City of Kingston By-Law Number 2025–XX

## ***Fees and Charges By-Law, 2025***

### **Whereas:**

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.

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

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act, 2001*, s. 5 (3)).

A by-law respecting a matter may:

- (a) regulate or prohibit respecting the matter;
- (b) require persons to do things respecting the matter; and
- (c) provide for a system of licences respecting the matter (*Municipal Act, 2001*, s. 8 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act, 2001*, s. 10 (1)).

A single-tier municipality may pass by-laws respecting:

- (a) economic, social and environmental well-being of the municipality, including respecting climate change;
- (b) health, safety and well-being of persons;
- (c) protection of persons and property, including consumer protection;
- (d) structures, including fences and signs; and
- (e) business licensing (*Municipal Act, 2001*, s. 10 (2)).

*User Fees & Charges By-Law, 2025*

A municipality may delegate its powers and duties under the *Municipal Act, 2001* to a person or body subject to the restrictions set out in Part II of the *Municipal Act, 2001* (s. 23.1 (1)).

Sections 9, 10 and 11 of the *Municipal Act, 2001* authorize a municipality to impose *fees* 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 (*Municipal Act, 2001*, s. 391 (1)).

A municipality may impose a *fee* for capital costs related to services or activities on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time (*Municipal Act, 2001*, s. 391 (2)).

The costs included in a *fee* may include costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets (*Municipal Act, 2001*, s. 391 (3)).

The *City* incurs additional costs related to administration and enforcement when *fees* are due and unpaid.

*Fees* imposed by a municipality on a person constitute a debt of the person to the municipality (*Municipal Act, 2001*, s. 398 (1)).

The treasurer of a municipality may add *fees* imposed by the municipality to the tax roll for the following property in the municipality and collect them in the same manner as municipal taxes:

- (a) in the case of *fees* for the supply of a service or thing to a property, the property to which the service or thing was supplied; and
- (b) in all other cases, any property for which all of the owners are responsible for paying the *fees* (*Municipal Act, 2001*, s. 398 (2)).

The council of a municipality, by by-law, may establish a tariff of *fees* for the processing of applications made in respect of applications made in respect of planning matters, which tariff must be designed to meet only the anticipated costs to the municipality or to

*User Fees & Charges By-Law, 2025*

a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the procession of each type of application provided for in the tariff (*Planning Act*, R.S.O. 1990, c. P.13, s. 69 (1)).

The council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the *Building Code Act* requiring the payment of *fees* and prescribing the amount of the *fees*:

- (a) on the application for and on issuance of permits;
- (b) for maintenance inspections; and
- (c) for providing documentation, records or other information.

The council of a municipality may by by-law fix its reasonable administrative fees to be paid to the municipality in relation to proceedings under the *Line Fences Act* (*Line Fences Act*, s. 17).

*Council* considers it necessary and desirable for the public to impose *fees* on persons.

**Therefore**, *council* enacts:

## **1 INTERPRETATION**

1.1 This by-law may be cited as the *Fees & Charges By-Law, 2025*.

1.2 In this by-law:

“**annual CPI change**” means the percentage change between the Ontario Consumer Price Index for the third quarter of the calendar year that is one year before the year in which the adjustment is being made and the third quarter of the Ontario Consumer Price Index that is two years before the year in which the adjustment is being made;

“**City**” means The Corporation of the City of Kingston;

“**clerk**” means the individual appointed by the *City* as clerk or the *clerk’s* designate;

“**collection agency**” means a collection agency registered by the Registrar under the *Collection and Debt Settlement Services Act*, R.S.O. 1990, c. C.14;

“**council**” means the council of the *City*;

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”**director**” means the director of a *City* department;

”**fee**” means a fee or charge imposed by the *City* under sections 9, 10 or 11 of the *Municipal Act, 2001*;

”**Municipal Act, 2001**” means the *Municipal Act, 2001*, S.O. 2001, c.25;

”**schedule**” means a schedule to this by-law;

”**treasurer**” means the individual appointed by the *City* as treasurer or the *treasurer’s* designate.

1.3 For the purposes of interpreting this by-law:

- (a) a reference to any legislation, regulation, or by-law or to a provision thereof includes a reference to any legislation, regulation or by-law enacted, made or passed in substitution thereof or amendment thereof;
- (b) any reference to legislation or by-laws includes all of the regulations made thereunder;
- (c) “include”, “includes” and “including” indicate that the subsequent list is not exhaustive; and
- (d) to “provide” a service or activity includes to do the service or activity.

1.4 This by-law will not be interpreted as exempting any person from the requirement to comply with any other *City* by-law or federal or provincial legislation. In the event of conflict between the provisions of this by-law and any other *City* by-law, the provision that establishes the higher standard of health, safety and well-being of persons and protection of persons will apply.

## **2 ADMINISTRATION**

2.1 The *treasurer* is responsible for the administration of this by-law.

2.2 The *treasurer* may rectify minor administrative oversights in respect of a *fee* set out in a *schedule*.

2.3 Where this by-law provides that the *treasurer* may do an act, it may be done by an individual authorized by the *treasurer* to do the act.

*User Fees & Charges By-Law, 2025*

- 2.4 The *treasurer* may make *regulations* prescribing when a *fee* or class of *fees* becomes due and payable and the manner in which a *fee* or class of *fees* must be paid.
- 2.5 The *treasurer* may waive a *fee* in accordance with the *City's Waiver of Fees Policy* or its successor.
- 2.6 The *treasurer* may authorize one or more *collection agencies* to collect *fees* that are due and unpaid on behalf of the *City*, including by purchasing those debts and collecting them.

**3 FEES**

- 3.1 This by-law imposes, establishes, fixes and requires the payment of the *fees* set out in the column with a *fee* amount in a *schedule*:
- (a) for the corresponding service or activity provided or done by or on behalf of the *City*;
  - (b) for the corresponding costs payable by the *City* for a service or activity provided or done by or on behalf of any other municipality or any local board; and
  - (c) for the corresponding use of the *City's* property including property under the *City's* control;

set out in the column describing the service, activity or use of *City* property in that *schedule*.

- 3.2 This by-law imposes an additional *fee* in the form of an interest charge on *fees* or any portion of *fees* that are due and unpaid at the rate of 1½ percent per month for each month or fraction of a month during with the *fees* that are due remain unpaid.
- 3.3 The *City* will collect harmonized value-added taxes on all *fees* in accordance with the *Excise Tax Act*, R.S.C., 1985, c. E-15.

*User Fees & Charges By-Law, 2025*

3.4 Subject to any *regulation* made by the *treasurer*, *fees* are due and payable at the time:

- (a) the person requests that the *City* provide the service or activity;
- (b) the person requests to use the *City's* property;
- (c) the person makes the application in respect of a planning matter;
- (d) the person makes the application under the *Building Code Act*;
- (e) the person requests the maintenance inspection under the *Building Code Act*;
- (f) the person requests that the *City* provide documentation, records or other information; or
- (g) as otherwise agreed to in writing by the person and the *City*;

or, if the person did not make such a request or application, *fees* are due and payable at the time the *City* provides the service, activity, maintenance inspection, documentation, records or other information, or the *City* permits the person to use its property.

3.5 The *treasurer* may add *fees* to the *City's* tax roll for the following property in the City of Kingston and collect them in the same manner as municipal taxes:

- (a) in the case of *fees* for the supply of a service or thing to a property, the property to which the service or thing was supplied; and
- (b) in all other cases, any property for which all of the owners are responsible for paying the *fees*.

3.6 If the *treasurer* adds *fees* to the *City's* tax roll under a property under section 3.2, that amount, including interest:

- (a) may be collected in the same manner as taxes on the property;
- (b) may be recovered with costs as a debt due to the *City* from the assessed owner of the property at the time the *fee* was added to the tax roll and from any subsequent owner of the property or party of it;



*User Fees & Charges By-Law, 2025*

- (c) is a special lien on the property in the same manner as are taxes under subsection 349 (3) of the *Municipal Act, 2001*; and
  - (d) may be included in the cancellation price under Part XI of the *Municipal Act, 2001* in the same manner as are taxes on the property.
- 3.7 Each year, every *director* must review and determine or adjust the *fees* for which the *director* is responsible in accordance with sections 3.8 and 3.9.
- 3.8 Subject to section 3.9, a *director* may generally adjust the amount of a *fee* on January 1 of each year by the *annual CPI change*, plus one per cent for capital costs related to the service or activity.
- 3.9 When determining or adjusting the amount of a *fee*, a *director* must ensure that:
- (a) there is a connection between the *fee* and the cost of the service or activity provided or done on behalf of the *City*, including:
    - (i) capital costs, operating costs, administration costs and any other costs related to the service or activity; and
    - (ii) any such costs offset by other revenue, including taxes, grants or subsidies; and
  - (b) the *fee* is reasonable, including relative to prices for similar services or activities in Ontario provided by persons other than the *City*.

## **4 GENERAL**

- 4.1 In the event of a conflict between a fee or charge made under any other by-law and a *fee* made under this by-law, the *fee* made under this by-law prevails.
- 4.2 This by-law will come into force and take effect on January 1, 2025.

*User Fees & Charges By-Law, 2025*

1<sup>st</sup> Reading            date

2<sup>nd</sup> Reading            date

3<sup>rd</sup> Reading            date

Passed                date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule A**

#### **Administration**

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## Schedule A: Administration

### Finance and Property Taxation

All fees listed in the table below are HST exempt.

Fee Description	Unit	Fee
Additional charge added to tax bill	Each	\$37.00
Administering oaths or declarations	Each	\$43.00
Administering oaths or declarations – Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$21.50
Affidavit for non-profit housing matters	Each	\$10.00
Burial permit	Each	\$46.00
Marriage licence	Each	\$183.00
Marriage licence - Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$91.50
New owner / new roll setup	Each	\$37.00
Payment reversal fee	Each	Service fee recovery
Refund of payment on overpaid taxes	Each	\$37.00
Returned or dishonoured payment	Each	\$44.00
Tax certificate / statement (Section 352, <i>Municipal Act, 2001</i> )	Each	\$85.00
Taxpayer's account information / statement; letter for Income Tax per tax year	Each	\$18.00
Transfer of payment between tax accounts	Each	\$25.00

## 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.

### Internment (burial) rights:

Fee Description	Unit	Fee
Single plot (one full burial or two cremations permitted per plot, includes one-time care and maintenance fee)	Each	\$1,326.12
Cornerstones (set of four required per plot)	Set	\$200.00
Internment rights transfer fee	Each	\$200.00
Internment rights repurchase fee	Each	\$200.00
Lot marking fee	Each	\$100.00

### Markers (monuments):

Fee Description	Unit	Fee
Marking fee	Each	\$100.00
Flat marker (smaller than 173 square inches)	Each	\$0.00
Flat marker (173 square inches or larger)	Each	\$100.00
Upright marker (measuring more than four feet in either height or length, including base)	Each	\$400.00

### 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	\$1.33
Copy of large format drawings	Page	\$15.00
Scan of large format drawings	Page	\$10.00
Request for attendance of Fence Viewer	Request	\$328.85
Fence Viewer remuneration	Daily	\$212.21
Civil marriage solemnization	Each	\$350.00
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	\$98.45

## 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	\$794.60

## 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/Ecologist support	Hourly	\$201.02
Environmental Technologist support	Hourly	\$123.27
Environmental compliance letter	Each	\$126.70 HST exempt
Spill response vehicle	Hourly	\$26.50
Maximum for spill response vehicle	Daily	\$106.11
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	\$177.17

## 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	\$1,069.20
Extension to commemoration on bench	Additional 10 years	\$712.88
Commemorative tree	Tree	\$614.96

## Legal

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

Fee Description	Unit	Fee
Subdivision agreement	Each	\$2,133.81
Site plan control agreement	Each	\$702.17
Construction lien search	Each	\$126.75

Fee Description	Unit	Fee
Pre-servicing and model home agreement	Each	\$702.17
Construction agreement	Each	\$702.17
Road closure	Each	\$702.17
Simple agreement - committee of adjustment (COA) agreement; granny suite / garden suite, encroachment agreement	Each	\$610.22
Release agreement from title	Each	\$245.97
Complex agreement - front-end agreement; cost sharing agreement; development agreement, and utility agreement	Each	\$1,592.92
Amend subdivision agreement or site plan Control agreement	Each	\$702.17
Registration of by-laws or documents on title - part lot control by-laws; other documents	Each	\$408.36
Consent to applications to first registration in Land Titles	Each	\$245.97
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	\$5,269.38
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	\$9,300.49
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	\$49.29

### Springer Market Square

#### Basic Lease 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.

Fee Description	Unit	Fee
First row corner	Stall space	\$972.40
First row	Stall space	\$892.60
Second row corner	Stall space	\$892.60
Second row	Stall space	\$817.25
Third row corner	Stall space	\$892.60
Third row	Stall space	\$743.55
Market street stall 62 to 73 - parking provided	Stall space	\$743.55
Market street stall 62 to 73 - parking not provided	Stall space	\$450.00

### Daily and Other Rates

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
Casual - produce	Stall space	\$31.80
Casual - craft	Stall space	\$51.75
Advertising	Stall space	\$18.25
Application jury review	Application	\$26.39

**City of Kingston By-Law Number 2025-XX**

**Fees and Charges, 2025**

**Schedule B**

**Museums and Heritage**

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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	\$11.45
Youth	Each	\$18.85
Senior	Each	\$18.85
Adult	Each	\$22.96
Family	Each	\$49.16

## 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	\$3.80
Youth	Each	\$6.28
Senior	Each	\$6.28
Adult	Each	\$7.65
Family	Each	\$21.86

## 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 program - Each	\$4.95
Children	Half day - Each	\$8.95
Children	Full day - Each	\$17.60
Youth	Each	\$7.43
Senior	Each	\$7.43
Adult	Each	\$7.43
Walking tours	Each	\$5.44



## 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	\$85.04	\$97.79	\$195.58
Weekend	Hourly	\$99.29	\$114.25	\$228.50
Evening (after 6:00 p.m.)	Hourly	\$99.29	\$114.25	\$228.50
Rental	Full day	\$612.30	\$704.12	\$1,408.23
Full PA system	Space rental	\$20.18	\$23.23	\$26.19

**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	\$75.66	\$86.95	\$174.07
Weekend	Hourly	\$85.80	\$98.67	\$197.39
Evening (after 6:00 p.m.)	Hourly	\$85.80	\$98.67	\$197.39
Rental	Full day	\$544.51	\$626.24	\$1,248.23

**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	\$94.16	\$108.36	\$216.73
Weekend	Hourly	\$112.79	\$129.73	\$259.47
Evening (after 6:00 p.m.)	Hourly	\$112.79	\$129.73	\$259.47
Rental	Full day	\$677.35	\$780.04	\$1,560.18

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule C**

#### **Kingston Grand Theatre**

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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	\$1,109.38	\$1,165.13	\$2,470.75
Rental	Full week (6 Days)	\$6,047.96	\$6,350.09	\$12,347.83
Additional same day performance	Each	\$605.35	\$634.91	\$1,234.25
Rehearsal for each day of performance	Monday - Thursday	\$605.35	\$634.91	\$1,234.25
Rehearsal for each day of performance	Friday - Sunday	\$832.39	\$874.16	\$1,852.79

### 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	\$209.03	\$219.65	\$987.79
Rental	Half day	\$154.91	\$162.30	\$741.37
Rental	Full week (6 days)	\$691.15	\$724.73	\$3,458.27
Additional same day performance	Each	\$154.91	\$162.30	\$741.37

### 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	\$126.73	\$133.32	\$256.28
Baby Grand	Hourly	\$57.08	\$60.09	\$346.37

## 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	\$296.95	\$311.68	\$587.04
Full System with on-stage monitoring and monitor console	Performance	\$477.48	\$502.12	\$799.34
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	\$290.97	\$306.28	\$443.67
Piano	Week	\$728.27	\$764.96	\$1,141.95
Piano tuning	Each	Cost + 10%	Cost + 10%	Cost + 10%
Drum kit - house	Each	\$86.33	\$90.44	\$124.60
Bass amplifier - house	Each	\$42.88	\$44.78	\$80.88
Hazer - house	Single use	\$31.81	\$31.81	\$31.81
Projector and Screen - Regina Rosen Auditorium	Single use	\$190.09	\$198.89	\$326.15
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	\$54.65	\$65.58	\$163.94
Intermediate	Three cameras	\$109.29	\$131.11	\$327.79
Advanced	Five cameras	\$163.94	\$196.68	\$491.73

**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	\$43.72	\$43.72	\$43.72
Regular stagehands	Hourly	\$41.55	\$41.55	\$41.55
Security	Hourly	\$32.79	\$32.79	\$32.79

### 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	\$360.49

### 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	\$1.68	\$1.68	\$1.73
Service fee to lessee - Baby Grand	Ticket	\$1.33	\$1.33	\$1.73
Service fee to lessee - school performances in Regina Rosen Auditorium	Ticket	\$1.33	\$1.33	\$1.37
Service fee to lessee - Tickets sold under \$10	Ticket	\$1.33	\$1.33	\$1.37
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	\$4.03	\$4.03	\$4.03
Subscription handling charge	Subscription	\$15.88	\$15.88	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	\$2.96	\$2.96	\$2.96
Student performances tickets	Seat	\$1.37	\$1.37	\$1.37
Baby Grand performances	Seat	\$1.37	\$1.37	\$1.37

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule D**

#### **Recreation and Leisure**

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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
Gym or Pool – swim and sauna only – taxes included	Visit	\$3.85	\$5.80	\$6.90	\$4.25 (per person)
Gym or pool – taxes included	12 visits	\$43.75	\$64.40	\$75.70	n/a
Gym or pool	1 Month	\$25.50	\$32.95	\$40.45	\$80.50
Gym or pool	6 Month	\$100.70	\$133.65	\$166.60	\$312.75
Gym or pool	Annual	\$164.55	\$223.75	\$279.15	\$534.50

## 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	\$20.50	\$20.50	\$20.50	n/a
Assessment	One hour	\$41.50	\$41.50	\$41.50	n/a
Team circuit training	45 minutes	\$104.00	\$104.00	\$104.00	n/a
Personal training	One hour	n/a	\$76.50	\$76.50	n/a
Personal training start up	3 sessions package	n/a	\$255.75	\$255.75	n/a
Personal training start up	5 sessions package	n/a	\$423.25	\$423.25	n/a
Personal training start up	10 sessions package	n/a	\$765.00	\$765.00	n/a

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Personal training start up	15 sessions package	n/a	\$1,091.50	\$1,091.50	n/a
Personal training at second person rate	One hour	n/a	\$58.50	\$58.50	n/a

### All Inclusive Fit Pass Membership

Includes access to Artillery Park Aquatic Centre, INVISTA Centre, Kingston East Community Centre, Boys and Girls Club, Culligan Water 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	\$389.25	\$519.00	\$652.00	\$1,124.75
Fit pass	One month	\$33.00	\$44.00	\$55.50	\$95.50

### 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	\$27.75	\$41.00	\$48.25	n/a
Racquet sport pass	Six months	\$159.25	\$233.25	\$275.75	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	\$147.50	\$147.50	\$147.50	\$293.75
Drop in pass - taxes included	Person	\$3.95	\$3.95	\$3.95	\$3.95
12 visit pass – taxes included	Person	\$46.25	\$46.25	\$46.25	n/a
Camp visit – group of 10 or more	Child	\$2.70	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	\$2.70
Shower - taxes included	Visit	\$3.95
Membership card replacement - taxes included	Each	\$8.00

Fee Description	Unit	Fee
Membership hold fee – minimum of 30 days	Each	\$19.15
Lifeguards	Person	\$27.50
Instructors	Person	\$27.50
Report cards and badges	Person	\$4.00

## 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	\$9.35
Fitness - specialty	Person	\$9.85
Public skating - taxes included	Adult	\$5.50
Public skating - taxes included	Senior	\$4.25
Public skating - taxes included	Youth	\$4.25
Public skating - HST exempt	Child	\$3.25
Public skating - family - taxes included	Each	\$3.50
Public skating - 12 visits for 11 - taxes included	Adult	\$58.50
Public skating - 12 visits for 11 - taxes included	Senior	\$46.50
Public skating - 12 visits for 11 - taxes included	Youth	\$46.50

Fee Description	Unit	Fee
Public skating - 12 visits for 11 - HST exempt	Child	\$35.00
Shinny hockey - taxes included	Adult	\$10.25
Shinny hockey - 12 Visits for 11 - taxes included	Adult	\$113.25
Shinny hockey – youth – HST exempt	Youth	\$8.75

### 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	\$113.00
Swim lessons, level 5-7, Fitness Swimmer - HST exempt	Youth	\$99.00
Swim lessons, level 1 - 4 - HST exempt	Youth	\$89.00
Swim lessons, preschool - HST exempt	3 - 5 years of age	\$89.00
Swim lessons	Adult	\$100.00
Swim lessons, private	Person	\$241.00
Swim lessons, private - maximum of 2 lessons	Person	\$184.00
Swim lessons, parent with tot - HST exempt	Parent with tot/child under 5 years of age	\$84.00
Low ratio swim lessons, preschool - HST exempt	3 to 5 years of age	\$126.00

Fee Description	Unit	Fee
Low ratio swim lessons, level 1 - 4 - HST exempt	Person	\$126.00
Low ratio swim lessons, level 5 - 8 - HST exempt	Person	\$137.00
Low ratio swim lessons, level 9 - 10 - HST exempt	Person	\$143.00
Swim to survive - 3 classes - HST exempt	Person	\$44.00
Bronze star - HST exempt	Person	\$130.00
Bronze medallion - plus emergency first aid	Person	\$215.00
Bronze cross/SFA	Person	\$221.00
National lifeguard service	Person	\$370.00
National lifeguard service recertification	Person	\$105.00
Standard first aid - HST exempt	Person	\$139.00
Standard first aid recertification - HST exempt	Person	\$108.00
Lifesaving society - swim/lifesaving instructor	Person	\$318.00
Lifesaving society - lifesaving instructor	Person	\$212.00
Lifesaving society - swim Instructor	Person	\$212.00

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule E**

#### **Facility Rentals**

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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	\$86.06
Arena floor, no ice - show or booth	Hourly	\$153.14
Arena floor, no ice - full day event (Sports Tourism)	Full day	\$688.50
Parking lot	Daily	\$156.50
Vending - 10' by 10' booth	Hourly	\$69.20
Bar - licensed event	Hourly	\$125.05 HST exempt
Additional staffing charge - (three hour minimum)	Hourly	\$44.47
Ticketed event surcharge	Per ticket	\$1.64
Microphones – refundable deposit fee	Each	\$53.05

## 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	\$42.83
Multi-purpose servery	Hourly	\$42.83
Courtyard use	Hourly	\$42.83
Conference room B	Hourly	\$49.29
Conference room C	Hourly	\$49.29
Conference room BC	Hourly	\$56.59

## 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	\$42.88
Front lounge	Hourly	\$49.29
Press lounge	Hourly	\$56.55
The Sailroom (additional permits required)	Hourly	\$127.17
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00



## 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	\$42.83
Meeting room B - poolside room	Hourly	\$49.29
Meeting room C - multi-purpose room	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Gymnasium	Hourly	\$65.13
Pool - leisure	Hourly	\$70.40
Pool - tank (Vicki Keith Pool)	Hourly	\$80.88
Pool - leisure & tank (Vicki Keith Pool)	Hourly	\$123.01

## 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	\$203.81
Pool - tank	Hourly	\$80.88

## 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	\$18.41
Sound room	Hourly	\$24.60
Kitchen	Hourly	\$30.75
Pod (one)	Hourly	\$42.83
Pod (two)	Hourly	\$49.29
Pod (three)	Hourly	\$56.55
Multi-purpose room	Hourly	\$49.29
Large hall	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Half gymnasium	Hourly	\$56.59
Gymnasium	Hourly	\$65.13
Parking lot (restrictions apply)	Hourly	\$19.42
Front lawn (restrictions apply)	Hourly	\$19.42

## 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	\$49.29
Meeting room A	Hourly	\$49.29
Meeting room B	Hourly	\$49.29
Meeting room AB	Hourly	\$56.55
Meeting room C	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Parking lot (restrictions apply)	Per 3 stalls (daily)	\$19.42
Front lawn (restrictions apply)	Hourly	\$19.42

## 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	\$49.29
Meeting room 2	Hourly	\$49.29
Meeting room 3	Hourly	\$49.29
Meeting room 2 & 3	Hourly	\$56.55
Meeting room 4	Hourly	\$49.25
Half gymnasium (A or B)	Hourly	\$56.59
Full gymnasium (A and B)	Hourly	\$65.13
Kitchen	Hourly	\$30.75
Hotelling office	Hourly	\$18.41
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Front lawn (restrictions apply)	Hourly	\$19.42
Parking lot (restrictions apply)	Per 3 stalls (daily)	\$19.42
Bleachers	Hourly	\$15.13

## 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	\$42.83
Rotunda	Hourly	\$49.29
Special event - minimum eight-hour booking	Hourly	\$354.29

## 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	\$49.29
Cloverdale and Sunnyside Halls	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00

## 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	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00

## Slush Puppie Place

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	\$56.55
Meeting room	Hourly	\$49.34
Boardroom	Hourly	\$42.83
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00

## 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	\$7,616.81
Mobile stage - SL75	Daily	\$1,601.77
Stage monitoring (beyond the eight-hour day included in daily fee)	Hourly	\$82.30
Deck extension or sound wing deck	Hourly	\$146.81

## 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	\$247.21

## 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	\$42.83
Councillors' Lounge	Hourly	\$42.83
Stationview Room	Hourly	\$42.83
Council Chambers	Hourly	\$49.29
Memorial Hall	Hourly	\$56.55
Shoal Tower Room	Hourly	\$14.29
Custodian fee - regular hours	Hourly	\$38.94
Custodian fee - weekday after hours	Hourly	\$58.32
Custodian fee - Saturday - four hour minimum	Hourly	\$58.54

Fee Description	Unit	Fee
Custodian fee - Sunday - four hour minimum	Hourly	\$77.83
Security guard fee - Saturday - four hour minimum	Hourly	\$55.71
Security guard fee - Sunday - four hour minimum	Hourly	\$74.25
Damage deposit - room rentals (refundable deposit fee)	Each	\$530.45



# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule F**

#### **Rideaucrest Catering & Coffee Shop**

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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	\$13.08
Chocolate milk	473 milliliters	\$2.26
Milk	237 milliliters	\$1.02
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	\$1.28
Gourmet baked cookies	Tray of 20	\$12.22
Squares - tea cut	Each	\$1.46
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	\$15.04
Salad, medium - serves 10 people	Each	\$25.09
Salad, large - serves 15 people	Each	\$30.09
Vegetables and dip - serves 10 people	Each	\$28.19
Cheese, fruit, and crackers - serves 10 people	Each	\$37.57
Fruit tray - serves 10 people	Each	\$32.88
Tea cut sandwich	Each	\$2.11
Gourmet sandwich	Each	\$3.94

## 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	\$12.30
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	\$12.30
Special event meal	Each	\$17.70
Soup	Each	\$1.77
Labour surcharge	% of goods ordered	35%
Labour surcharge – full day event	Hourly	\$42.26
Coffee shop - gift items	Each	Cost plus 30%
Coffee shop - unlisted food items	Each	Cost plus 30%

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule G**

#### **Arenas**

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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	\$77.05
Morning ice - 6:00 a.m. to 8:00 a.m. or 6:30 a.m. to 8:30 a.m.	Hourly	\$145.65
Non-prime time - youth and adult	Hourly	\$192.55
Prime time - youth	Hourly	\$246.20
Prime time - tournament rate - September to March - 16 hour minimum at the designated tournament center	Hourly	\$246.20
Prime time – adult	Hourly	\$319.50
Non-prime time - last minute ice - INVISTA only Monday to Friday, 8:30 am to 4:30 pm	Hourly	\$145.65
Skate patrol	Hourly	\$19.35
Holiday premium – all hours on statutory and public holidays	Hourly	\$50.00



# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **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	\$19.38
Rental for 1 - 99 attendees	Hourly	\$19.38
Rental for 100 - 249 attendees	Hourly	\$36.19
Rental for 250 - 499 attendees	Hourly	\$54.56
Rental for 500 - 999 attendees	Hourly	\$68.23
Rental for 1,000 - 2,499 attendees	Hourly	\$85.22
Rental for 2,500 + attendees	Hourly	\$127.83

### Film Productions

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.

- As defined in the Film Policy.

Fee Description	Unit	Fee
Feature Parks	Daily	\$2,890.00
Secondary Parks	Daily	\$1,500.00
Springer Market Square	Daily	\$3,820.00

## 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	\$441.81
Special event park rental	Full day	\$631.19
Large scale event park rental	Half day	\$613.98
Large scale event park rental	Full day	\$860.75
Mega event park rental	Half day	\$801.37
Mega event park rental	Full day	\$1,111.46
Set-up/tear down	Daily	\$286.90
Commercial surcharge on all rates	Hourly	20%

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule I**

#### **Sports Fields**

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## 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, per field	Hourly	\$14.73
Minor, per field	Hourly	\$9.34
Tournament, per field	Half day	\$38.36
Tournament, per field	Full day	\$76.70

### 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, per field	Hourly	\$27.26
Minor, per field	Hourly	\$21.68
Tournament, per field	Half day	\$71.10
Tournament, per field	Full day	\$142.19

## 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, per field	Hourly	\$16.50
Minor, per field	Hourly	\$10.80
Tournament, per field	Half day	\$42.95
Tournament, per field	Full day	\$85.94

## 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, per field	Hourly	\$27.57
Tournament, per field	Half day	\$71.89
Tournament, per field	Full day	\$143.81



### 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	\$2,173.50
Light Fee - Sport Fields	Hourly	\$21.24

### 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	\$25.71
Rental - Youth	Hourly	\$10.66

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule J**

#### **Artificial Fields**

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## Schedule J: Artificial Fields

### Definitions:

Operational dates are weather permitting.

**Prime time:** April 1<sup>st</sup> – May 14<sup>th</sup> and October 1<sup>st</sup> – November 1<sup>st</sup>.

**Non-Prime time:** May 15<sup>th</sup> – September 30<sup>th</sup>

**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	\$115.71
Track or Field	Hourly	\$92.57
High Jump or Pole Vault	Hourly	\$43.45
Long Jump, Shot Put, Discus, Javelin, Hammer	Hourly	\$28.98

**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	\$154.38
Track or Field	Hourly	\$123.45
High Jump or Pole Vault	Hourly	\$57.88
Long Jump, Shot Put, Discus, Javelin, Hammer	Hourly	\$38.58

**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	\$92.57
Track or Field	Hourly	\$74.12
High Jump or Pole Vault	Hourly	\$27.79
Long Jump, Shot Put, Discus, Javelin, Hammer (Clubs Only)	Hourly	\$18.54

**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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Lights	Hourly	\$38.67
Specialty Sports Camps	Hourly	\$92.57
Special Events	Hourly	\$92.57
Commercial/Profit Surcharge	Hourly	20%

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule K**

#### **Marinas**

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## Schedule K: Marinas

### Seasonal

Seasonal Memberships paid in full between October 1<sup>st</sup> and December 31<sup>st</sup> 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	\$93.87	\$86.51
Add power	15 Amp	\$321.69	\$315.56
Add power	30 Amp	\$560.40	\$549.73
Add power	50 Amp	\$819.28	\$803.67
Pump out	Per service	n/a	\$223.82
Sea-doo seasonal	Flat fee	\$584.98	\$516.46

## 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	\$33.31	\$27.17
July and August	Per foot	\$38.61	\$31.42
Add power	15 Amp	\$88.60	\$86.90
Add power	30 Amp	\$158.66	\$155.62
Add power	50 Amp	\$240.52	\$235.93

## 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	\$11.10	\$9.07
July and August	Per foot	\$12.87	\$10.49
Add power	15 Amp	\$22.16	\$21.73
Add power	30 Amp	\$39.63	\$38.89
Add power	50 Amp	\$60.21	\$59.07

## 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	\$2.01	\$1.97
Unserviced wall or dock – July and August	Per foot	\$2.20	\$2.16
Serviced wall or dock - May, June, September, and October	Per foot	\$2.20	\$2.16
Serviced wall or dock - July and August	Per foot	\$2.54	\$2.49
Add power	15 Amp	\$4.07	\$3.99
Add power	30 Amp	\$11.29	\$11.07
Add power	50 Amp	\$16.12	\$15.81

## 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	\$2.12	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	\$35.53
Summer storage	Per foot	n/a	\$48.98
Mast storage	Per foot	n/a	\$2.52
Cradle storage - collapsible	Each	n/a	\$250.00
Cradle storage - non-collapsible	Each	n/a	\$550.00

## 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.

<b>Fee Description</b>	<b>Unit</b>	<b>Confederation Basin Fee</b>	<b>Portsmouth Olympic Harbour Fee</b>
Ice	Per bag	\$3.98	\$3.98
Pump out	Per service	n/a	\$25.93
Haul out - 30' and under	Per foot	n/a	\$13.85
Haul out - 31' and over	Per foot	n/a	\$15.62
Launching - 30' and under	Per foot	n/a	\$13.85
Launching - 31' and over	Per foot	n/a	\$15.62
Stands - 24" and smaller	Each	n/a	\$45.71
Stands - 25" and larger	Each	n/a	\$93.14
Commercial crafts - surcharge	Per craft	20%	20%
Administration fee - cancelled booking	Per service	\$37.70	\$37.70
Site crane - manual chain	Per service	n/a	\$49.96
Trailer or boat relocation on site	Per service	n/a	\$103.45
Dock step rental	Per rental	\$68.94	\$68.94
Dock box platform rental	Per rental	\$84.60	\$84.60
Unstep mast with mobile crane	Each	n/a	\$339.69
Unstep mast - additional mast with crane	Each	n/a	\$169.82

## 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	\$20.04
Launch ramp	Five times	n/a	\$70.18
Launch ramp	Ten times	n/a	\$140.40
Parking - car and trailer	Daily	n/a	\$10.44
Parking - car and trailer	Weekly	n/a	\$50.71
Parking - car and trailer	Monthly	n/a	\$152.12
Seasonal - boat launch	Unlimited	n/a	\$169.03

## 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	\$3.98
Wet berth	Nightly	\$10.35	\$10.27

### 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	\$401.68

### 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	\$2.26
Regular rate	Per foot	\$2.52

### Commercial Passenger Dock

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.

All fees have a minimum charge of one hour.

Fee Description	Unit	Fee
Un-serviced passenger dock for vessels 40 feet and under	Per hour	\$32.50
Un-serviced passenger dock for vessels 41 feet to 60 feet	Per hour	\$37.38

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **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	\$27.98	\$39.15
Minimum for Commercial Fixed Wing	Each plan	\$15.68	\$23.38
Minimum for commercial rotary wing	Each plane	\$15.68	\$23.38
Jet aircraft not more than 21,000 kilograms	Per 1,000 kilograms or fraction	\$8.52	\$11.90
Jet aircraft 21,000 to 45,000 kilograms	Per 1,000 kilograms or fraction	\$11.07	\$15.50
Jet aircraft more than 45,000 kilograms	Per 1,000 kilograms or fraction	\$12.90	\$18.05
Turbo/piston powered aircraft not more than 21,000 kilograms	Per 1,000 kilograms or fraction	\$7.75	\$10.62

<b>Fee Description</b>	<b>Unit</b>	<b>Domestic Fee</b>	<b>International Fee</b>
Turbo/piston powered aircraft 21,000 to 45,000 kilograms	Per 1,000 kilograms or fraction	\$9.43	\$13.13
Turbo/piston powered aircraft More than 45,000 kilograms	Per 1,000 kilograms or fraction	\$11.26	\$15.72

### **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.

<b>Fee Description</b>	<b>Unit</b>	<b>Domestic Fee</b>	<b>International Fee</b>
Scheduled passenger aircraft	1 - 9 seats	\$19.23	\$44.25
Scheduled passenger aircraft	10 - 15 seats	\$38.06	\$58.20
Scheduled passenger aircraft	16 - 19 seats	\$54.19	\$125.42
Scheduled passenger aircraft	20 - 25 seats	\$74.20	\$210.38
Scheduled passenger aircraft	26 - 45 seats	\$121.59	\$261.01
Scheduled passenger aircraft	46 - 60 seats	\$173.64	\$367.34
Scheduled passenger aircraft	61 - 89 seats	\$277.46	\$587.97
Scheduled passenger aircraft	90 - 125 seats	\$382.51	\$808.46
Scheduled passenger aircraft	Over 125 seats	\$452.06	\$955.39

### 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	\$9.82	\$9.82

### 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
Commercial Operations (aircraft based in Kingston)	Each per month	\$150.00	n/a

## 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	\$68.94	\$392.70
Airside or apron storage	Square metre	n/a	\$49.00

## 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	\$15.35
Aircraft	2,000 to 4,999 kilograms	\$15.35
Aircraft	5,000 to 9,999 kilograms	\$27.21
Aircraft	10,000 to 29,999 kilograms	\$50.35
Aircraft	30,000 to 59,999 kilograms	\$78.05
Aircraft	60,000 kilograms or more	\$117.79

**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	\$116.81
Aircraft	2,000 to 4,999 kilograms	\$116.81
Aircraft	5,000 to 9,999 kilograms	\$540.71
Aircraft	10,000 to 29,999 kilograms	\$1,027.39
Aircraft	30,000 to 59,999 kilograms	\$1,622.17
Aircraft	60,000 kilograms or more	\$2,379.16

**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	\$757.04
Aircraft	2,000 to 5,000 kilograms	\$884.96

## Land Lease - Annual

All sites under 1,000-metre square (m<sup>2</sup>) 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	\$2.43
Parking space	Daily	\$10.00
Long term parking space	35 days	\$152.39



## 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.

Minimum of one hour fee applies.

Fee Description	Unit	Fee
Natural growth trimming and/or removal	Hourly	\$150.00
Snow removal	Hourly	\$150.00
Sweeping	Hourly	\$150.00
Grass cutting	Hourly	\$150.00
Sanding	Hourly	\$150.00+ Materials
Pavement De-Icing Application	Hourly	\$150.00+ Materials
Fuel Spills	Hourly	\$150.00+ Materials
Escorting	Hourly	\$100.00
Other Miscellaneous Services	To be negotiated	To be negotiated

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule M**

#### **Planning**

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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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Concurrent applications PMN	Application	\$422.10
Notice to cancel public meeting	Notice	\$510.60
Remailing of PMN	Remailing	\$510.60
Public Notice (PN)	Notice	\$277.30
Public Notice - Committee of Adjustment	Notice	\$166.45

### **Official Plan (OP) Amendment**

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

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Official Plan (OP) Amendment	Amendment	\$8,410.30
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Amendment	\$14,541.50
Letter of Compliance	Amendment	\$126.70

## 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	\$4,144.25
Basic fee (plus PN or PMN)	Request	\$8,410.30
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Application	\$13,731.60
Application submitted concurrently with an Official Plan (OP) Amendment (plus PN or PMN)	Application	\$4,144.25
Removal of 'H' Holding Overlay for residential buildings with up to 4 dwelling units on 1 property	Application	\$515.00
Removal of 'H' Holding Overlay for all other applications	Request	\$2,559.80
New complete application after application is withdrawn	Application	\$1,060.90

## 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	\$8,410.30
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Application	\$12,945.30
Applications to extend approval (plus PN or PMN)	Application	\$2,438.00

## 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	\$3,778.60
Draft approval - less than 50 units (plus PN or PMN)	Approval	\$6,472.30
Plus per unit or lot	Unit or lot	\$139.65
Draft approval - 50 units or more (plus PN or PMN)	Approval	\$11,337.25
Plus per unit or lot	Unit or lot	\$155.85
Request to amend conditions of draft approval	Request	\$2,183.85
Subdivision agreement	Agreement	\$14,479.70
Request to amend subdivision agreement	Request	\$2,438.00
Request for pre-servicing agreement	Request	\$2,438.00
Request for model home agreement	Request	\$731.45
Letter of Compliance	Agreement	\$126.70

## 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	\$4,827.25
Plus per unit	Approval	\$95.50
Draft approval - 50 units or more (plus PN or PMN)	Unit or lot	\$6,471.80
Plus per unit	Approval	\$121.80
Request to amend conditions of draft approval	Unit or lot	\$2,438.00
Final plan and condominium agreement	Each	\$4,827.25
Request to amend condominium agreement	Agreement	\$2,438.00
Request to amend condominium description and/or declaration	Request	\$568.35
Letter of Compliance	Agreement	\$126.70

## 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	\$1,158.80
Modification to Minor Application	Modification	\$475.80



### 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	\$4,509.90
Plus per unit	Unit	\$121.80
Residential Development	Over 50 units	\$5,119.50
Plus per unit	Unit	\$133.70

### 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	\$4,509.90
Plus per 100 square metres of gross floor area	Floor area	\$139.65
All other development (in excess of 3,000 square metres of floor area)	In excess of 3,000 square metres of floor area	\$5,119.50
Plus per 100 square metres of gross floor area	Floor area	\$147.15
Modification to plans, conditions, or agreements (amending agreement required)	Modification	\$2,388.10
Modification to plans, conditions, or agreements (no amending agreement required)	Modification	\$853.50
Letter of Compliance (per agreement)	Agreement	\$126.70

Fee Description	Unit	Fee
Above ground utilities infrastructure containing less than 300 metres squared floor area (plus PN)	Less than 300 meters square	\$2,316.20
Request for security reduction/release	Request	\$597.05

### Radiocommunication Facilities

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

Fee Description	Unit	Fee
Review of radiocommunication facilities	Review	\$2,316.20

### 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	\$2,291.10
Consent filed concurrently with a minor variance (plus PN)	Each	\$1,219.50
All other consents (plus PN)	Each	\$2,985.10
Resubmission of application within three months of lapsing	Each	\$1,402.45
Change conditions of consent - plus recirculation fee	Each	\$694.65

## 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.

**Category 3:** Express transit overlay applications greater than 6 storeys.

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	\$2,438.00
Minor variances (plus PN) - Category 2	Each	\$485.10
Minor variances (plus PN) - Category 3	Each	\$2,438.00

## 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	\$500.90
Recirculation of public hearing notice	Each	\$500.90
Letter of Compliance	Each	\$126.70
Legal non-compliance letter	Each	\$546.35

### 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	\$14,541.50
Community Improvement Plan amendment	Each	\$8,410.30

### 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	\$2,412.90

### 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	\$126.70

## 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.

Minor addressing fee – minor site plan and consents.

Major addressing fee – draft plan of sub-division, draft plan of condominium, major site plan and owner change requests.

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

Fee Description	Unit	Fee
Minor Addressing	Each	\$150.00
Major Addressing	Each	\$500.00
Change of assigned road name	Each	\$3,477.85

## Miscellaneous Fees

**Site Alteration 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	\$487.75
Photocopies or printing of documents - black and white	Page	\$0.31 plus HST
Photocopies or printing of documents - colour	Page	\$1.33 plus HST
Information search	Hourly	\$92.55

### 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	\$116.40
Tree Permit	6 - 15 trees	\$232.90
Tree Permit	More than 15 trees	\$465.40

### 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	\$38.50
Tree Permit renewal	6 - 15 trees	\$77.60
Tree Permit renewal	More than 15 trees	\$154.95

## Pre-Application Fee

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

Fee Description	Unit	Fee
Standard pre-application - minor	Each	\$437.10
Standard pre-application - major	Each	\$1,060.90
Zoning By-Law Amendment Pre-Application - initial application	Application	\$2,121.80
Zoning By-Law Amendment Pre-Application - revised technical circulation	Modification	\$1,060.90
Site Plan Control Pre-Application - initial application	Application	\$2,121.80
Site Plan Control Pre-Application - revised technical circulation	Modification	\$1,060.90

## 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	\$477.35
Site alteration permit - renewal	Permit	\$237.92

## 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	\$1,030.00
Urban Design Review	Each submission	\$3,090.00

## 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 (CoA) review – outside of consent CoA applications	Each submission	\$442.80
Committee of Adjustment review - consents	Each submission	\$600.00
Official Plan Amendment review	Each submission	\$442.80
Zoning By-Law Amendment review	Each	\$442.80
Site Plan Control review - minor application - including modifications	Each	\$442.80
Site Plan Control review - major application - including modifications	Each	\$1,425.30
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	\$224.60
Resubmitted Plot Plan - previously rejected	Each	\$133.70
Design revision of subdivisions, including part lot lift	Each	\$1,116.30
Encroachment onto Easement Agreement	Each	\$133.70
Off-Site Works Agreement	Deposit	\$2,500.00



# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule N**

#### **Engineering and Transportation**

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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	\$1,591.35
Manufactured treatment device only (e.g., oil-grit separator unit, filter unit)	Each	\$1,060.90
Stormwater Management Facility (e.g., wet pond, engineered system with treatment) or Low Impact Development Filtration Facility (e.g., bioretention facility)	Facility	\$5,304.50
Stormwater Storage Facility (e.g., engineered system without treatment) or Low Impact Development Retention Facility (e.g., infiltration, evapotranspiration)	Facility	\$1,060.90

### 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	\$634.91
Reinspection	Visit	\$190.44
Dewatering	Daily	\$57.96

### 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	\$220.27
Projects greater than 10 kilowatts and less than one megawatt	Each	\$1,158.67
Projects one megawatt and greater	Each	\$5,119.34
Plus per one megawatt	Each	\$146.95

## 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	\$570.30
Cut Permit	Each	\$427.70
Entrance Permit – permanent	Each	\$253.94 plus HST
Entrance Permit for construction – temporary	Each	\$170.30
Road Closure for construction – temporary	Each	\$380.95
Right-of-Way closure for event or neighbourhood program (single or recurring) – temporary	Each	\$127.00

## 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	\$296.59
Taxes of subject property	Annual	\$47.61

### 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	\$296.59 plus HST
Occupancy fee for period up to 4 weeks	Daily plus any associated parking fees	\$23.80
Occupancy fee for period 29 days to 12 weeks	Daily plus any associated parking fees	\$33.31
Occupancy fee for period 85 days to 26 weeks	Daily plus any associated parking fees	\$36.64
Occupancy fee for period after 26 weeks	Daily plus any associated parking fees	\$38.47
Hoarding, covered ways, and scaffolding	Daily per 6-metre segment	\$19.00
Dumpster	Daily	\$19.00
Mobile crane	Daily	\$152.75
Other objects or equipment	Daily	\$152.75

## 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	\$424.35
Variable message board rental	Daily	\$265.25
Variable message board rental	Weekly	\$742.65
Variable message board rental	Monthly	\$2,121.80
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	\$152.79 plus HST
Street Banner - installation fee paid to Utilities Kingston	Each	\$726.02 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	\$102.12
Permit	Single trip	\$152.79
Permit	Annual	\$532.43

## **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.

<b>Name Description</b>	<b>Unit</b>	<b>Fee</b>
Application	One-time fee	\$309.00
Amendment to existing permit	Each	\$206.00
Table on non-fenced café style patio	Per table per year	\$53.05
Small scale public seating arrangement	One-time fee	\$127.30
Fenced patio	Base fee per year	\$515.00
Fenced patio (downtown) rate for first 10 square metres (m <sup>2</sup> ) of space	Square metres (m <sup>2</sup> ) per year	\$72.10
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 20 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$82.40
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 30 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$92.70
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 40 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$103.00
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 50 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$113.30
Fenced patio (downtown) rate for space in excess of 50 square metres (m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$123.60
Fenced patio (outside the Downtown Kingston Business Improvement Area)	Square metres (m <sup>2</sup> ) per year	\$51.50



## 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	\$213.23 plus HST
Engineering Technologist Services	Hourly	\$126.99 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	\$126.99 plus HST
Reinspection	Per visit	\$190.44 plus HST
Active Permit Violation Investigation	Incident	\$190.45
Permit Contravention Investigation	Incident	\$507.90
Legal Compliance Letter and/or Request for Lot Grading Certificate information	Each	\$126.70
Drawing - printed	Each	\$18.81 plus HST
Municipal Addressing Blades	Per location	\$94.51 plus HST
Detailed traffic count – existing location	Per location	\$189.03 plus HST
Detailed traffic count – new location	Per location	\$699.20 plus HST
Traffic sign/post	Each	Cost of materials and labour through delegated authority of the Operations Manager or Public Works - plus HST

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule O**

#### **Parking**

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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	\$1.50
Schedule A-1: Zone 9	Hourly	\$2.00
Schedule A-1: Zone 10	Hourly	\$2.00
Schedule A-1: Zone 11	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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Area A - all zones	Monthly	\$126.50
Area B - zones 1 and 2	Monthly	\$106.00
Area B - zone 3	Monthly	\$126.50
Area B - zones 4 and 6	Monthly	\$126.50
Area C - all zones	Monthly	\$106.00
Area F - all zones	Monthly	\$106.00

**Residential On-Street Permits**

Valid for on-street residential parking permit areas only.

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

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Residential contractor	Two weeks	\$29.25
Residential contractor	Monthly	\$57.50
Residential contractor	Four months	\$195.00
Residential contractor	Annually	\$560.00
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	\$14.75

## 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
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 1<sup>st</sup> to November 30<sup>th</sup>

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 1<sup>st</sup> to April 30<sup>th</sup>

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	\$106.00
Armstrong Memorial Lot	Monthly	\$106.00
Barrack Lot	Monthly	\$106.00
Byron Lot	Monthly	\$106.00
Chown Memorial Garage	Monthly	\$158.50
Doug Fluhrer Lot	Monthly	\$92.25
Kingston Market Square Hotel Garage	Monthly	\$158.50
Frontenac Lot	Monthly	\$106.00
Frontenac County Court House Lot	Monthly	\$126.50
Gorsline Lot	Monthly	\$106.00
Hanson Memorial Garage	Monthly	\$158.50
McKee Memorial Lot	Monthly	\$106.00
Ordnance Lot	Monthly	\$106.00
Pump House Lot (Steam Museum)	Monthly	\$106.00
Rideaucrest Lot	Monthly	\$106.00
Springer Memorial Lot	Monthly	\$126.50

## 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	\$85.00
Staff rate	Hourly	\$57.00
Set up	Hourly	\$52.00
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	\$71.50
Contractors, movers, producers - construction projects, moving of furniture or goods, filming, or other legitimate projects	Deposit per pylon	\$36.50
Churches - weddings and funerals - 6 spaces - from one hour prior to service to end of service	Annually	\$147.00
Funeral homes - funerals - 6 spaces - from one hour prior to service to end of service	Annually	\$147.00

## 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	\$1.85
Level 2 charging station (208VAC)	Hourly	\$1.60
Level 3 charging station	Hourly	\$20.75

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule P**

### **Solid Waste**

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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	\$4.00

### 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	\$3.72
Backyard composters	Each	\$50.00

### 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	\$72.96

### **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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Handling and disposal fee	Maximum 100 kilograms or litres	\$42.96

### **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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Handling fee	Per delivery	\$37.96

## **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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Fertilizer	Litre or kilogram container capacity	\$1.59
Aerosol containers - including empty but pressurized	Each	\$0.53
Fire extinguishers	Each	\$5.13
Liquid industrial waste - fire fighting foam	Litre or kilogram container capacity	\$2.52
Fluorescent lamps - maximum 100 linear feet	Linear foot	\$0.31
Compact fluorescent lamps	Each	\$1.37
High pressure sodium, mercury vapour, metal halide	Each	\$1.90
Inorganic acids - hydrochloric, sulphuric, phosphoric, etc.	Litre container capacity	\$1.81
Inorganic bases - ammonia, carbonates, hydroxides, etc.	Litre or kilogram container capacity	\$1.81
Inorganic oxidizers - fertilizer, peroxide, nitrates, etc.	Litre or kilogram container capacity	\$2.88
Mercury - thermometers, thermostats, switches, etc.	Each	\$1.64
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	\$1.90
Pesticides - herbicides, insecticides, fungicides, etc.	Litre or kilogram container capacity	\$2.61
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	\$37.96 - handling fee only
Pressurized cylinder - helium, oxygen, etc.	Up to 40 pounds	\$37.96 - handling fee only
Dry cell batteries	Single use and rechargeable	\$37.96 - handling fee only
Paint - latex & alkyd	Maximum 30 litre container	\$37.96 - handling fee only
Oil filters	Each	\$37.96 - handling fee only
Empty automotive containers	Maximum 30 litre container	\$37.96 - handling fee only
Antifreeze	Maximum 30 litre container	\$37.96 - handling fee only

## 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	\$5.93

## 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).

(Harmonized Sales Tax). Applicable taxes will be added at time of purchase.ST

Fee Description	Unit	Fee
Recycling toter delivery and collection	Up to 6 toters	\$219.25
Recycling toter delivery and collection	7 – 15 toters	\$392.57
Mobile recycling trailer delivery and collection	Trailer	\$58.94
Contamination fee collected (contains more than 5% non-recyclables)	Tonne	\$127.43

## 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	\$15.62

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule Q**

#### **Transit**

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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	\$3.50
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	\$17.15
Youth and senior	6 ride card	\$14.00

## Passes

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

Fee Description	Unit	Fee
Adult	Week - 7 consecutive days	\$30.50
Commuter	Month	\$71.50
Adult	Month	\$83.00
Youth and senior	Month	\$61.75
Adult – Municipal Fee Assistance Program (MFAP) eligible Affordable Transit Pass	Calendar month	\$20.00
Youth and senior – Municipal Fee Assistance Program (MFAP) eligible Affordable Transit Pass	Calendar month	\$14.88
Adult, youth and senior	Day	\$10.00
Adult, youth and senior	Conference and Event Pass - up to five days per attendee	\$15.00
CNIB cardholder	Annual	\$25.00
Post Secondary - Semester	Semester (Fall, Winter, Spring/Summer)	\$220.00
Field Trip	Annual	\$40.00
Newcomer	30 day	\$83.00
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	Month	\$61.75



# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule R**

#### **Building Permits**

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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 \$147.55, 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	\$25.25
New and additions	Meter square	\$32.30
Alterations and renovations	Meter square	\$7.10

### Group B: Institutional Buildings

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

Fee Description	Unit	Fee
Shell permit	Meter square	\$25.55
New and additions	Meter square	\$32.55
Alterations and renovations	Meter square	\$7.10

### 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	\$14.50
New and additions - multi-unit buildings, motels, hotels	Meter square	\$17.05
Alterations and renovations	Meter square	\$4.65
Secondary suites - single-detached, semi-detached and row house	Meter square	\$4.65
Swimming pool enclosure	Each	\$244.70
Accessory structure - garage, carport, shed	Each	\$244.70
Solar panel - any area	Each	\$329.65

### 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	\$15.70
New and additions	Meter square	\$22.70
Alterations and renovations	Meter square	\$7.10

### Group E: Mercantile Buildings

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

Fee Description	Unit	Fee
Shell permit	Meter square	\$12.25
New and additions	Meter square	\$19.30
Alterations and renovations	Meter square	\$7.10

### 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	\$8.00
New and additions	Meter square	\$15.10
Alterations and renovations	Meter square	\$7.10

## Other Permit Classes

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

Fee Description	Unit	Fee
Decks/patios	Each	\$244.70
Solar panels - non-residential	Application	\$659.10
Temporary structures	Application	\$244.70
Demolitions	Meter square	\$1.15
Wood burning appliances	Each	\$244.70
Designated structures	Each	\$467.35
Signs	Application	\$244.70

## 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	\$244.70
New and alterations to sprinkler system, standpipe system, or fire suppression system	Each	\$623.50
Commercial kitchen exhaust system, spray booth, dust collector	Each	\$442.70
New and alterations to fire alarm system	System	\$244.70
Electromagnetic locks, hold open devices, emergency lighting	Application	\$244.70

## 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	\$12.30
New and alterations - non-residential	Fixture	\$14.75
Backflow prevention devices	Application	\$147.55
Sewer lateral	Each	\$244.70
Back water valve	Each	\$147.55



## 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	\$163.90
Conditional permit - minimum fee - \$300.00	Permit	10% of required permit fee
Pre-inspection prior to permit issuance or re-inspection	Inspection/Suite	\$61.55
Expedited plan review	Hourly	\$113.40
Fence and Sign By-law Appeal	Each	\$327.80
Alternative solution proposal - minimum fee - \$2,000.00	Hourly	\$309.00
Preliminary project review and revisions to an issued permit	Hourly	\$113.40
Limiting Distance Agreement	Each	\$369.00
Change of Use Permit - no construction	Each	\$369.00
Construction prior to permit issuance - minimum fee - \$200.00	Each	40% of required permit fee

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule S**

#### **Licensing and By-Law Enforcement**

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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	\$141.40
Administrative fee for appeal	Occurrence	\$327.80
<a href="#">By-Law Number 2021-166</a> , Animal Control By-Law, and/or <a href="#">Dog Owners' Liability Act</a> - fee for convicted owner	Occurrence	50%
Hen coop registration	Each	\$30.00
Kennel registration	Each	\$330.00
Recovery of animal from animal shelter	Each	\$99.10
Tag replacement	Each	\$7.20

**Noise Exemption**

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

Fee Description	Unit	Fee
Application for noise exemption (Delegated Authority)	Each	\$103.00
Re-application for noise exemption (Delegated Authority)	Each	\$61.80
Application for noise exemption (Council Authority)	Each	\$358.25
Re-application for noise exemption (Council Authority)	Each	\$224.90

## 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	\$173.00
Adult entertainment establishment	Each	\$1,696.00
Adult entertainment store	Each	\$509.00
Amusement arcade	Each	\$173.00
Auctioneer	Each	\$173.00
Automotive repair	Each	\$90.00
Bill poster	Each	\$172.00
Billiards - first table	Each	\$89.00
Billiards - additional table	Each	\$44.00
Food premises - low risk	0 - 99 seats	\$132.00
Food premises - low risk	100 seats and over	\$217.00
Food premises - medium risk	0 - 99 seats	\$261.00
Food premises - medium risk	100 seats and over	\$344.00
Food premises - high risk	0 - 99 seats	\$434.00
Food premises - high risk	100 seats and over	\$518.00
Gas Station	Station	\$87.00

Fee Description	Unit	Fee
Group Home registration	Each	\$173.00
Hawkers & Peddlars - non-resident	Each	\$176.00
Hawkers & Peddlars - resident	Each	\$88.00
Lodging House	Each	\$172.00
Meat/Fish Sales	Each	\$88.00
Motorized Refreshment Vehicle - Class A Food prepared and cooked on-site	Each	\$389.00
Motorized Refreshment Vehicle - Class B Food prepared and cooked off-site	Each	\$389.00
Non-Motorized Refreshment Vehicle - Class C Food prepared and cooked on-site	Each	\$176.00
Non-Motorized Refreshment Vehicle - Class D Food prepared and cooked off-site	Each	\$89.00
Non-Motorized Refreshment Vehicle - Class E Class A/B operating less than 1 month	Each	\$202.00
Pawnbroker	Each	\$172.00
Pay day loans	Initial	\$338.00
Pay day loans	Annual renewal	\$172.00
Pet shop	Each	\$172.00
Salon	Each	\$88.00
Short-term Rental Brokerage – Tier 1	Less than 100 listings	\$500.00
Short-term Rental Brokerage – Tier 2	101 plus listings	\$1,500.00
Short-term rental operator's license	Each	\$197.00



<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Specific day sales - Class A-1: sale by a local hobby group or club (one to five days)	Each event	\$46.00
Specific day sales - Class A-2: flower sale by a local flower vendor (one to five days)	Location or vendor	\$45.00
Specific day sales - Class A-3: flower sale by another person (one to five days)	Location or vendor	\$1,017.00
Specific day sales - Class A-4: special sale and/or purchase by a resident (one to five days)	Vendor	\$848.00
Specific day sales - Class A-5: special sale and/or purchase by a non-resident (one to five days)	Each event	\$2,541.00
Specific day sales - Class B-1: sale and/or purchase by a resident (6 days to 6 months)	First month	\$172.00
Specific day sales - Class B-1: sale and/or purchase by a resident (6 days to 6 months)	Each additional month	\$45.00
Specific day sales - Class B-2: sale and/or purchase by a non-resident (6 days to 6 months)	First month	\$1,695.00
Specific day sales - Class B-2: sale and/or purchase by a non-resident (6 days to 6 months)	Each additional month	\$508.00
Specific location sale: Class 2 Market Square	Daily	\$52.00
Specific location sale: Class 3 2 Locations: Schedule S-3 of <a href="#">By-Law 2006-213</a>	Annually	\$8,400.00 plus HST
Street performer	Each	\$45.00
Theatre	Each	\$344.00
Tobacco sales	Each	\$339.00

## Sign Permits

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

Fee Description	Unit	Fee
Portable sign	Monthly	\$79.00
"A" Frame or sandwich board	Annually	\$95.00
Boulevard sign	Weekly	\$61.00

## Plumbing Contractors & Masters

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

Fee Description	Unit	Fee
Contractor - resident	Each	\$334.00
Contractor - non-resident	Each	\$412.00
Master Plumber - resident	Each	\$166.00
Master Plumber - non-resident	Each	\$202.00

## 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	\$442.48
Class A/B - approved parks	12 months	\$4,246.02
Class C/D - Confederation Basin	12 months	\$4,246.02
Class C/D - other approved parks	1 month	\$220.35

Fee Description	Unit	Fee
Class C/D - other approved parks	12 months	\$2,115.93
Class E - approved parks	Daily	\$147.79
Non-vehicle - self-contained food and beverage	Each	\$5,307.08

### Administrative Monetary Penalties

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

Fee Description	Unit	Fee
Hearing officer appeal	Each	\$206.00
Screening officer appeal	Each	\$51.50

### 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	\$98.35
Kingston Police	Officer/Hourly	\$98.35
City of Kingston By-Law	Officer/Hourly	\$98.35

## 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	\$150.50
Property standards/yards re-inspection - after first inspection to confirm compliance of any order	Each	\$150.00
Written request for by-law and/or work order and/or compliance letter	Each	\$126.70
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	\$1.33 plus HST
Property Standards Application for Appeals	Each	\$327.80
Property Standards/Yards - Charges for administration of remedial work and repairs	Each	\$145.65
Property Standards/Yards - Charges for administration of remedial work and repairs – surcharge if cost greater than administrative fee above	Each	15% of remedial costs
Administrative Penalty Fee - screening no-show	Each	\$58.00
Administrative Penalty Fee - hearing appeal no-show	Each	\$116.00
Administrative Penalty Fee - delinquent payment of fine	Each	\$28.95
Short-term Rental License By-Law Appeal	Each	\$327.80
Order of Remedy	Each	\$150.00

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule T**

#### **Fire**

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## Schedule T: Fire and Rescue

### Definition

“MTO Fire Response Highway Dependent Rate” means the rates issued in the fourth quarter of each year by the Ministry of Transportation (MTO) for use by municipal fire services which rate shall be posted by 31st December of each year to be applied in the following calendar year.

### 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	\$206.37
Clearance letter	Letter	\$206.37 HST exempt
File search (per address)	File	\$206.37 HST exempt
Request for letters or reports within 48 hours	Letter	\$309.54 HST exempt
Fire Safety Plan review of revisions	Each	\$206.37
Copy of photograph - print or digital - \$20.00 minimum	Copy	\$3.32

## 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	\$206.37
Fire Code - second re-inspection and subsequent inspection	Inspection	\$206.37

## 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	\$288.90
Inspect each occupancy in addition to base building	Each	\$14.04

## 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	\$433.35
Inspect each tenant/occupant in addition to base building	Each	\$14.04



**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	\$206.37

**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	\$577.81
Inspect each tenant/occupancy/apartment	Each	\$14.04

**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	\$1,155.62
Inspect each tenant/occupancy/apartment	Each	\$14.04

**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	\$123.82

## 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	MTO Fire Response Highway Dependent Rate
Third offence in fiscal year	Property	MTO Fire Response Highway Dependent Rate
Additional offences in fiscal year	Property	MTO Fire Response Highway Dependent Rate
Standby fee	Half hour	\$217.50
Non-notification of fire alarm work	Property	\$265.25

## 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	MTO Fire Response Highway Dependent Rate

## Unauthorized Burning

Fees in the table below are HST exempt.

Fee Description	Unit	Fee
Unauthorized burning	Response	MTO Fire Response Highway Dependent Rate

## 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	MTO Fire Response Highway Dependent Rate
Each additional half hour	Apparatus	MTO Fire Response Highway Dependent Rate

## 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	\$330.18
Monday to Friday - between 09:00 – 17:00 hours	Full day session	\$660.35
Monday to Friday, weekends and statutory holidays - between 17:00 – 09:00 hours	Half day session	\$495.27
Monday to Friday, weekends and statutory holidays - between 17:00 – 09:00 hours	Full day session	\$990.53

## **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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Burn tower rental	Full day	\$1,785.09
Burn tower rental	Half day	\$895.50
Car and quad prop rental	Full day	\$714.03
Car and quad prop rental	Half day	\$356.99

## **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.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Confined space rescue simulator rental	Each	\$416.50
Structural collapse simulator rental	Each	\$416.50
Trench rescue simulator rental	Each	\$416.50
Roof top prop rental	Each	\$416.50
Facility monitor	Person/hourly	\$89.25
Lead instructor	Person/hourly	\$104.73
Portable classroom	Full day	\$356.99

Fee Description	Unit	Fee
Portable classroom	Half day	\$178.45
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
Smoke and CO alarm replacement	Each	\$41.25 plus cost
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

# City of Kingston By-Law Number 2025–XX

## *Repeal of Fees and Charges and Amend Other By-Laws*

1<sup>st</sup> Reading            date

2<sup>nd</sup> Reading            date

3<sup>rd</sup> Reading            date

Passed                date

# City of Kingston By-Law Number 2025–XX

## *Repeal of Fees and Charges and Amend Other By-Laws*

<b>1</b>	<b>INTERPRETATION</b>	<b>3</b>
<b>2</b>	<b>REPEAL</b>	<b>4</b>
<b>3</b>	<b>AMENDMENTS</b>	<b>4</b>
<b>4</b>	<b>TRANSITION</b>	<b>6</b>

# City of Kingston By-Law Number 2025–XX

## *Repeal of Fees and Charges and Amend Other By-Laws*

### **Whereas:**

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.

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

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act, 2001*, s. 5 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act, 2001*, s. 10 (1)).

A single-tier municipality may pass by-laws respecting:

- (a) economic, social and environmental well-being of the municipality, including respecting climate change;
- (b) health, safety and well-being of persons;
- (c) protection of persons and property, including consumer protection;
- (d) structures, including fences and signs; and
- (e) business licensing (*Municipal Act, 2001*, s. 10 (2)).

*Council* considers it necessary and desirable to repeal *City of Kingston By-Law Number 2005–10*, the *Fees and Charges By-Law* and to amend certain other by-laws.

**Therefore**, *council* enacts:

## **1 INTERPRETATION**

1.1 In this by-law:

“***City***” means The Corporation of the City of Kingston;



*By-Law Number 2025–XX*

“**council**” means the council of the *City*;

“**fee**” means a fee or charge imposed by the *City* under sections 9, 10 or 11 of the *Municipal Act, 2001*; and

“**Municipal Act, 2001**” means the *Municipal Act, 2001*, S.O. 2001, c.25;

1.2 For the purposes of interpreting this by-law:

- (a) a reference to any legislation, regulation, or by-law or to a provision thereof includes a reference to any legislation, regulation or by-law enacted, made or passed in substitution thereof or amendment thereof;
- (b) any reference to legislation or by-laws includes all of the regulations made thereunder;
- (c) “include”, “includes” and “including” indicate that the subsequent list is not exhaustive; and
- (d) to “provide” a service or activity includes to do the service or activity.

## **2 REPEAL**

2.1 *By-Law Number 2005–10*, the *Fees and Charges By-Law*, is repealed.

## **3 AMENDMENTS**

3.1 Subsection 4.1 of *By-Law Number 2003–405*, the *Fences By-Law*, is amended by deleting it in its entirety and substituting:

A person must pay any fees or charges, as imposed by and prescribed in any by-law passed by Council for the services or activities provided or done by the *City* under this by-law, when the fees or charges become due and payable.

3.2 Section 1 of *By-Law Number 2004–107* is amended by deleting the definition of “*Fees and Charges By-Law*” and substituting:

“**Fees and Charges By-Law**” includes any by-law passed by *City Council* to impose fees or charges for the services or activities provided or done by the *City* under this by-law;

3.3 Section 3.8 of *By-Law Number 2004–107* is amended by deleting it in its entirety.

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- 3.4 Schedule A to *By-Law Number 2004–107* is amended by deleting it in its entirety.
- 3.5 Schedule “D” to *By-Law Number 2005–98*, the *Civic Addressing and Road Naming By-Law*, is amended by deleting, for each instance, “Refer to By-law 2005-10, as amended” and substituting: “As imposed by and prescribed in any by-law passed by Council for the services or activities provided or done by the City under this by-law”.
- 3.6 Subsection 1.1 of *By-Law Number 2005–99*, the *Building By-Law*, is amended by deleting the definition of “Fees and Charges By-Law” and substituting:
- “**Fees and Charges By-Law**” includes any by-law passed by council for the City applicable to Act matters requiring the payment of fees and prescribing the amount of the fees:
- (a) on the application for and on issuance of permits;
  - (b) for maintenance inspections; and
  - (c) for providing documentation, records or other information.
- 3.7 Subsection 8.3 of *By-Law Number 2005–100*, the *Property Standards By-Law*, is amended by deleting “as set out in By-Law 2005-10” and substituting “, as imposed by and prescribed in any by-law passed by council for the City for the services or activities provided or done by the City under this by-law”.
- 3.8 Subsection 9.3 of *By-Law Number 2005–100*, the *Property Standards By-Law*, is amended by deleting “as set out in By-Law 2005-10” and substituting “, as imposed by and prescribed in any by-law passed by council for the City for the services or activities provided or done by the City under this by-law”.
- 3.9 Subsection 3.2 of *By-Law Number 2006–213*, the *Business Licensing By-Law*, is amended by deleting “as set out in the Fees and Charges Number 2005-10, as amended” and substituting “, as imposed by and prescribed in any by-law passed by Council for the services or activities provided or done by the City under this by-law”.
- 3.10 Subsection 3.6 of *By-Law Number 2006–213*, the *Business Licensing By-Law*, is amended by deleting “By-Law Number 2005-10, as amended, being “A By-Law to establish Fees and Charges to be collected by The Corporation of the City of

*By-Law Number 2025-XX*

Kingston” and substituting “in any by-law passed by Council to impose fees or charges for the services or activities provided or done by the City under this by-law”.

- 3.11 Subsection 4.3 of *By-Law Number 2006-213*, the *Business Licensing By-Law*, is amended by deleting “the Fees and Charges by-Law Number 2005-10, as amended” and substituting “any by-law passed by Council to impose fees or charges for the services or activities provided or done by the City under this by-law”.

**4 TRANSITION**

- 4.1 This by-law will come into force and take effect on January 1, 2025.

1 <sup>st</sup> Reading	date
2 <sup>nd</sup> Reading	date
3 <sup>rd</sup> Reading	date
Passed	date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor