

**COUNTY OF RENFREW**  
**BY-LAW NUMBER 13-18**  
**A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT**  
**OF USER FEES AND CHARGES**

---

WHEREAS the Council of The Corporation of the County of Renfrew may pass by-laws establishing and requiring the payment of fees and charges for information, services, activities and use of County property.

AND WHEREAS By-laws imposing such fees and charges are authorized by Section 391 of the *Municipal Act, 2001*, and various other provisions of the Act and by various other statutes.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew enacts as follows:

1. Council hereby establishes the fees and charges as set out in Schedule "A".
2. No request by any person for any information, service, activity or use of County of Renfrew property described in Schedule "A" will be processed or provided unless and until the person requesting the information, service, activity or use of County of Renfrew property has paid the applicable fee or charge in the prescribed amount as set out in the applicable Schedule.
3. The fees and charges as listed in Schedule "A" will be subject to the Harmonized Sales Tax (H.S.T.) where applicable.
4. Schedule "A" is an integral part of this By-law.
5. Should any part of the By-law, including any part of Schedule "A", be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.
6. This By-law supersedes all previous resolutions and By-laws with respect to the fees and charges as outlined within Schedule "A".
7. That By-law 15-17 is hereby repealed.
8. This By-law shall come into force and be effective upon the passing thereof, except where otherwise noted.

Read a first time this 28<sup>th</sup> day of February, 2018.

Read a second time this 28<sup>th</sup> day of February, 2018.

Read a third and finally passed this 28<sup>th</sup> day of February, 2018.

---

JENNIFER MURPHY, WARDEN

---

W. JAMES HUTTON, CLERK

---

**Corporation of the County of Renfrew  
Schedule A  
User Fees and Charges**

February 28, 2018

---

# Administration

## All Departments

Service	Fee
<b><u>Photocopying</u></b>	
<b><u>Monochrome</u></b>	
- First page	1.00
- Each additional page (letter)	0.20
- Each additional page (ledger)	1.00
<b><u>Colour</u></b>	
- Letter (per page)	1.50
- Ledger (per page)	3.00
<b><u>Maps</u></b>	
Letter and Legal (per image)	2.00
Tabloid (11 x 17 ledger)	3.00
Larger	7.50
Double-sided lamination (each page in addition to print charge)	see hourly rates
Development of custom maps (minimum ½ hour charge)	see hourly rates
<b><u>Scanning Services</u></b>	
- First image	5.00
- All subsequent images in the same work order	1.00
- Digital File (pdf, jpg)	10.00
- Large Format Scanning (per image)	100.00
- Air Photo Imagery (Digital Raster Acquisition Program East – DRAPE) (per 1km x 1km tile)	50.00
Plus hourly wage for Administrative Assistant (minimum ½ hour charge)	see hourly rates
<b>NSF Cheques</b>	35.00
<b>Hourly Rates (travel time is 50% of service rate)</b>	
- CAO/Department Head	130.00
- Manager/Supervisor	100.00
- Technical / Coordinator	75.00
- Maintenance/Janitorial Person	65.00
- Clerical	55.00

## Finance

### Finance

Service	Fee
Late Payment Fees on all overdue accounts (except levy installments)	2% per month after 60 days

### Provincial Offences

Service	Fee
<b><u>Facility Rental</u> – per day</b>	
- Courtroom and judicial office	235.00
- Meeting room only	115.00
- Meeting room and judicial office	175.00
- Courtroom, meeting room and judicial office	285.00
<b>Prosecution Fees</b> – for any hour or part thereof	65.00

### Information Technology

Service	Fee
Information Technology Training Sessions	65.00 -150.00 per user, per session

## Development and Property

<b>Digital Data</b>	
- Single line road network	
- County set	1,000.00
- Municipal set	500.00
- Selected data (per segment)	0.50
- Processing fee	see hourly rates
- Property parcel boundaries or centroids	
- County set	1,000.00
- Municipal set	500.00
- Selected data (per parcel)	0.50
- Processing fee	see hourly rates
- Air Photo Imagery (Digital Raster Acquisition Program East – DRAPE) (per 1 km x 1 km tile)	50.00
- Features of interest (fire, police, schools) per set	100.00
- Digital File (pdf, jpg)	10.00
- Administrative Charge for Preparation and Execution of a Data Release Agreement	50.00
<b>Boardroom Rental – Administration Building</b>	125.00
Tender Information Package	20.00

## Emergency Services

Service	Fee
Paramedic Service	200.00
Special Events – 4 hour minimum	per hour
PHIPPA requests related to Ambulance Call	100.00
Reports from legal counsel	

## Public Works

Service	Fee
<b>Tender Document</b>	
Based on Printing Costs	0 to 150.00
Construction and engineering	by project
Entrance permits	150.00

Special vehicle permits	
- Daily	75.00
- 3 Month	125.00
- Annual	250.00
Tourism signs	
30cm x 120 cm (Attraction Locator) - 5 - Year Term	300.00
60 cm x 240 cm (Regular Attraction) - 5 - Year Term	425.00
Field advertising signs – resort areas - Annual	200.00
Field advertising signs – other areas - Annual	150.00

## Bonnechere Manor

Service	Fee
Guest meals	13.00 per person
<u>Day program</u>	
- full day attendance rate	20.00
- one half day attendance rate	15.00
- bath while attending day program	10.00
- bath only clients	15.00
Staff accompaniment - per hour	Current wage rate for position
Personal Equipment Repairs – per hour	Current wage rate for position
Classroom (2 <sup>nd</sup> Floor), Boardroom (1 <sup>st</sup> Floor), Day Program Area (1 <sup>st</sup> Floor – no charge for resident use), Family Conference Area *Additional costs for special set-up/large numbers etc.	175.00* each rental
Room Rental – Renfrew Rotary Hall Auditorium (1 <sup>st</sup> Floor) *Additional costs for special set-up/large numbers etc. ** Director of Long-Term Care has discretion on a case by case basis to reduce / waive costs if resident activity or community fundraiser.	225.00* each rental
Family Overnight Suite – Available at no cost to families of palliative residents of Bonnechere Manor. Cost for overnight accommodation for families of other residents.	75.00 per night
Chapel	200.00
Additional Items:	
- Dishes and/or Cutlery	1.00/place setting
- 100 Cup Coffee/Tea Percolator (empty)	20.00
- 55 Cup Coffee/Tea Percolator (empty)	15.00
- Tablecloth (72")	7.00
- Tablecloths (any other size)	5.00

## Miramichi Lodge

Service	Fee
Guest Meals – In Home	13.00 per person
Meals on Wheels	13.00 per person
Staff Accompaniment – per hour	Current wage rate for position
Personal Equipment Repairs – per hour	Current wage rate for position
Room Rental – Community Centre – (Area I or II) *Additional costs for special set-up/large numbers etc. ** Director of Long-Term Care has discretion on a case by case basis to reduce / waive costs if resident activity or community fundraiser.	225.00* each rental
Room Rental – Community Centre – (Area I and II) *Additional costs for special set-up/large numbers etc.	275.00* each rental
Meeting Room (1 <sup>st</sup> Floor), Family Dining Room (charge only when used for a meeting space) *Additional costs for special set-up/large numbers etc.	175.00* each rental
Boardroom (3 <sup>rd</sup> Floor) *Additional costs for special set-up/large numbers etc.	175.00* each rental
Meeting Room - Other *Additional costs for special set-up/large numbers etc.	175.00* each rental
Family Overnight Suite - Available at no cost to families of palliative residents of Miramichi Lodge. Cost for overnight accommodation for families of other residents.	75.00 per night
Chapel	200.00
Additional Items: <ul style="list-style-type: none"> <li>- Dishes and/or Cutlery</li> <li>- 100 Cup Coffee/Tea Percolator (empty)</li> <li>- 55 Cup Coffee/Tea Percolator (empty)</li> <li>- Tablecloth (72")</li> <li>- Tablecloths (any other size)</li> </ul>	1.00/place setting 20.00 15.00 7.00 5.00