

DISTRICT OF CARLETON NORTH

USER FEE POLICY

POLICY NO. A 06

Category: Finance
Policy Number: A-06
Effective Date: October 28, 2025
Approval by Council: October 28, 2025
Supersedes: August 22, 2023
Amended: October 28, 2025

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary, during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the Local Governance Act, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of *Schedule "A"* shall rest with the department to which a fee applies. Any additions/deletions to the *Schedule "A"* will be updated by the Town Office and approved by Council. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all fees in one document, the review will be more visible and complete.

Certification for the District of Carleton North Policy Manual:

I certify that this *Town User Fee Policy*, as indicated above was adopted by Council.

Mayor

October 28, 2025
Date of Council Resolution

Clerk

October 28, 2025
Date Policy in Effect

DISTRICT OF CARLETON NORTH

USER FEES

SCHEDULE "A"

ADMINISTRATIVE SERVICES		
SERVICE OR PRODUCT	FEE	HST STATUS
Photocopies	\$0.25/copy	HST Included
Fax	\$1.00/fax	HST Included
NSF Cheques	\$25.00	HST Exempt
BUILDINGS AND FACILITIES		
MONTHLY PROPERTY RENTALS	FEE	HST STATUS
Inn – Train Cars #2 and #3	\$2,000/mt Jan-July \$2,025/mt Aug - Jul 2025	Plus HST
DAILY RENTALS	FEE	HST STATUS
Community Hall Room	\$60.00 – daily rental \$50 refundable damage deposit (CASH ONLY) **No Charge for Community Groups /Non-Profit	HST Included
Riverside Park Gazebo	\$40.00 - daily rental \$50 refundable damage deposit (CASH ONLY) **No Charge for Community Groups / non-profit	HST Included
OUTDOOR SUMMER MARKET	FEE	HST STATUS
Vendor Rate per Market	\$20.00	HST Included
Vendor Rate with Electricity per Market (one day)	\$25.00	HST Included
Vendor Season Rate – Pre-paid	\$140.00	HST Included
Vendor Season Rate with Electricity – Pre-paid	\$175.00	HST Included
OTHER FEES	FEE	HST STATUS
Cemetery Plot	\$500 for a double	HST Exempt

First Adopted by Council: February 9, 2010

Updated: October 28, 2025

	\$250 for a single	
Cemetery Vault	\$100	
RECREATION DEPARTMENT		
REG ICE TIME/CIVIC CENTRE	FEE	HST STATUS
Minor Hockey	\$93.15/hr	HST Included
Minor Hockey – Tournament	\$105.80/hr	
Youth Hockey	\$98.90/hr	HST Included
Youth Hockey – Tournament	\$112.70/hr	
Adult Hockey	\$132.25/hr	HST Included
High School Hockey	\$98.90/hr – Practice	HST Included
	\$138.00/hr – Game	
EARLY ICE TIME/CIVIC CENTRE (Mid-September- Early October)	FEE	HST STATUS
Minor Hockey	\$127.65/hr	HST Included
Youth Hockey *	\$133.40/hr	HST Included
Adult Hockey	\$166.75/hr	HST Included
High School Hockey	\$133.40/hr	HST Included
<i>*Youth Hockey includes Pee Wee AAA & Bantam AAA teams</i>		
Public Skate	FREE	
DAY CAMP	FEE	HST STATUS
Summer Day Camp	\$35/day (max 3 days/wk)	HST Exempt
	\$125/wk – 1 child	
	\$200/wk – 2 children	
	\$50 /wk for each add'l child	
COMMUNITY POOLS	FEE	HST STATUS
Public Swim	\$2.00	HST Included
Lap Swim	\$2.00	HST Included
Individual Pool Pass	\$60/yr	HST Included
Family Pool Pass	\$125/yr	HST Included
Lessons (Swimmers Level 1-4)	\$50/ Session	HST Included
Lessons (Swimmers Level 5 & Up)	\$60/ Session	HST Included
Private Rental	\$75.00/ hr	HST Included
Swim Team	\$50/yr	HST Included

CIVIC CENTRE ADVERTISING RATES	FEE	HST STATUS
Wall Signage	\$287.50 on a 1 yr contract	HST Included
	\$517.50 on a 2 yr contract	
Rink Board	\$402.50 on a 1 yr contract	HST Included
	\$747.50 on a 2 yr contract	
Rink Floor Logo – Centre	\$690.00/season	HST Included
Ice Resurfacers (Zamboni) 3-year contract	\$1,124.70/season	HST Included
OFF SEASON CIVIC CENTRE RENTALS	FEE	HST STATUS
Rink Floor Only	\$60.00 per hr	HST Included
	\$690.00 for full day	
Entire Facility including meeting rooms, team rooms	\$862.50 per day	HST Included
Meeting Room #1	\$15 per hr	HST Included
Meeting Room #2	\$15 per hr	HST Included
R. G. “BUN” VEYSEY ACTIVE LIVING CENTRE RENTAL RATES	FEE	HST STATUS
*		
<i>*Non-profit organizations receive a 35% discount on rental fees for the Gymnasium, Rock Climbing Wall, and Community Room only.</i>		
Gymnastics Facility	\$2,970.83/ month	HST Included
Gym Rental	\$30.00/hr Full Court \$15.00/hr Half Court \$34.50 / hr Game or Tournament	HST Included
Walking Track	No Fee	
Rock Climbing Wall – Drop Ins	6 and under – FREE (must be supervised by adult – 19+)	HST Included
	Student / 55+: \$5.00	
	Adult: \$8.00	
Gym – Drop Ins	Student/ 55+: \$2.00	HST Included
	Adult: \$3.00	
	Under 6 – FREE (must be supervised by adult – 19+)	
Gymnasium Party Package Includes 1 hour use of gym facilities & 2 hours use of the	\$100.00 Additional gym use: \$20 per hour	HST Included

Community room (kitchen, chairs & tables)	Additional Community Room use: \$15 per hour	
Rock Climbing Wall Party Package Includes 1 hour use of the Rock-Climbing Wall & 2-hour use of the Community room (kitchen, chairs & tables)	\$100.00 Additional gym use: \$20 per hour Additional Community Room use: \$15 per hour	HST Included
Pool Party Package (Available for the Florenceville Pool ONLY) Includes 1 hour use of the Florenceville Pool & 2-hour use of the Community Room	\$100.00 Add gym use: \$20 per hour Additional Community Room use: \$15 per hour	HST Included
Rotary Community Room Rentals	\$25.00 – 1 hour	HST Included
	\$50.00 – ½ day	HST Included
	\$100.00 – full day	HST Included
<i>For Special Event Packages not listed above contact the Recreation Facilities Administrator</i>		
DCN BIKE RENTALS	FEE	HST STATUS
Bike Rentals	\$2	HST Included
PUBLIC WORKS DEPARTMENT		
SANITARY SEWER RATES BY-LAW	FEE	HST STATUS
BATH SEWER		
Bath Residential	\$143.00/quarterly, per unit or \$47 Fixed cost PLUS \$1.17/ Cubic meter of water used	HST Exempt
Bath Commercial/Industrial/Institutional/ Fire Department	\$148.00/ quarterly, per unit or \$47 Fixed cost PLUS \$1.52/ Cubic meter of water used	HST Exempt
Bath Sewer/ Water Meter	\$233.75	HST Exempt
CENTREVILLE SEWER		
Centreville Residential	\$390/ year OR \$97.50/ quarterly per unit	HST Exempt
Centreville Commercial/Industrial/Institutional	\$390/ year OR \$97.50/ quarterly per unit	HST Exempt
FLORENCEVILLE-BRISTOL SEWER		
Florenceville-Bristol Residential	\$390/ year OR \$97.50/ quarterly per unit	HST Exempt

Florenceville- Bristol Commercial/ Industrial /Institutional	\$390/ year OR \$97.50/ quarterly per unit	HST Exempt
OTHER		
Disconnection Charge	\$500	HST Exempt
Reconnection Charge	\$500	HST Exempt
WATER RATE BY-LAW	FEE	HST STATUS
Bath Residential	\$143.00/quarterly, per unit OR \$47 Fixed cost PLUS \$1.17/ Cubic meter of water used	HST Exempt
Bath Commercial/Industrial/Institutional	\$148.00/ quarterly, per unit OR \$47 Fixed Cost PLUS \$1.52/ Cubic meter of water used	HST Exempt
Fire Department	\$1,325.00/quarterly	HST Exempt
Institutional (Manor/School)	\$148.00/ quarterly, per unit OR \$47 Fixed Cost PLUS \$1.52/ Cubic meter of water used	HST Exempt
PLANNING AND DEVELOPMENT DEPARTMENT		
PERMIT FEES	FEE	HST STATUS
Peddlers & Transient Traders Permit (annual permit expires December 31 regardless of when purchased)	\$50.00 / day	HST Exempt
	\$100.00 / wk	
	\$250.00 / mt	
	\$1250.00 / yr	
ZONING FEES	FEE	HST STATUS
Zoning Confirmation Letter	\$100.00	HST Exempt
Zoning Compliance	\$200.00	HST Exempt
All Variances (Dimensional, temporary use, similar use)	\$250.00	HST Exempt
Documents (deeds, leases, exemptions, easements, mortgages)	\$100.00	HST Exempt
Application to Amend the Zoning Bylaw (Rezoning)	\$1,500.00	HST Exempt
SUBDIVISION FEES	FEE	HST STATUS
Subdivision Type 1	\$200.00 + \$25.00/lot	HST Exempt

Subdivision Type 2 (roads or private access)	\$500.00 + \$50.00/ lot	HST Exempt
Amend Subdivision	\$200.00	HST Exempt
Parcel being added	\$200.00	HST Exempt
BUILDING PERMITS	FEE	HST STATUS
Work in an amount of \$0 - \$5,000	\$25.00	HST Exempt
Work in an amount of \$5,001 - \$15,000	\$50.00	HST Exempt
Work in an amount over \$15,001	\$50.00 plus \$5.00 per \$1,000.00	HST Exempt
Outside Centreville, Bath and Florenceville-Bristol	\$25.00 plus \$5.00 per \$1,000.00	HST Exempt
Demolition Permit	\$25.00	HST Exempt
Development Permits	\$50.00	HST Exempt
Sewer Application	No Charge	
Signage Permit	\$25.00	HST Exempt
PROTECTIVE SERVICES		
ANIMAL CONTROL	FEE	HST STATUS
Tags (All dogs)	\$15/yr/dog	HST Included
Tags (Dangerous Dog)	\$200/yr/dog	HST Included
Lost Tag Replacement	\$5.00	HST Included
Boarding of Dog	\$25/day	HST Included
Dog impound/maintenance fee	Up to \$25 per day	HST Exempt
Dog transportation fee	\$100	HST Exempt
Non-compliance of Animal Control Bylaw:		
1st Offence	\$250	HST Exempt
2nd Offence	\$500	HST Exempt
3rd Offence	\$750	HST Exempt
4th Offence	\$1,000	HST Exempt
Non-compliance of an Animal Control Order	Up to \$10 per day the owner does not comply	HST Exempt
Non-compliance of vaccination of dog	\$100 to \$500	HST Exempt
FIRE PREVENTION	FEE	HST STATUS
Service Fees and Charges		
Fire Department Report	\$0	HST Exempt

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Fire Code Compliance Letter (per address) (Conducted by the Fire Marshalls Office)	\$0	HST Exempt
Liquor License Inspection (Conducted by Health Inspector or Fire Marshalls Office)	\$0	HST Exempt
Apparatus Standby	\$200/hour	HST Exempt
Requested Inspection (owner initiated)	\$0/hour	HST Exempt
Burn Permit (One-Time)	\$0	HST Exempt
Burn Permit (One Month)	\$25	HST Exempt
Burn Permit (Three Months)	\$50	HST Exempt
Burn Permit (Six Months)	\$75	HST Exempt
A property owner can be approved for up to three (3) one-time burn permits per year <i>per</i> property. After that, the property owner will be required to purchase a one-month, three-month, or six-month permit.		
FINES	FEES	HST STATUS
Preventing or obstructing a Fire Department Member from investigating or fighting a fire	\$1000	No HST
Failure to immediately notify the Fire Department that a fire is out of control	\$1000	No HST
All other violations – first Offence: Every 30 days	\$100	No HST
All other violations – second offence	\$250	No HST
All other violations – third offence	\$500	No HST
All other violations – forth offence (or more)	\$1000	No HST
Failure to pay a fine within thirty (30) days of notification (repeats every 30 days)	\$1000	No HST