



TARIFF OF FEES POLICY

Policy Number	P2003-02
Classification	ADM
Effective Date	2024-09-18
Approval Authority	CAO
Supersedes	NA
Mandated Review	YEARLY

1. PURPOSE

The purpose of this policy is to provide one clear and concise policy for the various fees charged by the City of Bathurst for municipal services and processes including applications, approvals, permits, and licenses.

2. SCOPE

The Policy applies to the processes and services listed below and may be amended from time to time. The fees outlined in this Policy shall amend those previously in effect and found in Policies or Resolutions of the Municipality that predate this policy.

3. DEFINITIONS

- (1) **CAO** means the Chief Administrative Officer of the City’s administration appointed for the City of Bathurst.
- (2) **CITY** means the City of Bathurst

4. POLICY STATEMENT

The following tariff of fees for copies or services shall be effective immediately:

See Schedule “A”

5. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)

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COPIES OR SERVICES

N.S.F Cheques Service Charge \$20.00

Document/Service

Annual Statement of Account \$10.00
By-Laws per page (maximum of \$25) \$.50
Certificate of Indebtedness \$50.00
Financial Statements \$5.00
Municipal Plan \$50.00
Zoning Plan \$50.00

Planning Approvals

Deeds (no subdivision plan) \$25.00
Certificates of Conformity/Letter \$50.00
Subdivision approval (fixed by By-Law) \$50.00
..... + \$10.00/ parcel or lot
with deed + \$10.00/Deed

Plan Copies (Standard 24" x 36") \$10.00 each
Print (Plotter) \$10.00 each
Tender Package (prepared by Consultants) \$50.00 (non refundable)
Insurance Estimates \$50.00
Accident Clean-up \$200.00
..... (or at cost)
Abandoned Services \$50.00
Locating Mains – Curb Stops \$100.00
Gravel Pit & Excavation Permit (fixed by By-Law) \$500.00
Landfill permit (fixed by By-law) \$50.00
Mobile Home/Mini Home Park (fixed by By-law) \$500.00
..... (renewal)
..... \$50.00/site
..... (new park)

K.C. IRVING REGIONAL CENTRE

Skating

Family No Charge
Senior No Charge

Walking Track (HST included)

Adults (18 +) \$50/year
..... or \$2.00/day
Seniors (50 +) \$45/year
..... or \$2.00/day

Students (12 +)..... \$45/year
..... or \$2.00/day

Running Club

Adults \$15.00 /h
Youth \$10.00/ h

Ice Rentals (Fee + HST)

Regular Season

Non-prime time

8 am to 4 p.m. – Monday to Friday
10 p.m. to 12 a.m. – Monday to Friday and weekends

Prime time

4 p.m. to 10 p.m. - Monday to Friday
8 a.m. to 10 p.m. - Weekends

Off Season

Non-prime time

8 am to 4 p.m. – Monday to Friday

Prime time

4 p.m. to 10 p.m. - Monday to Friday and Weekends

General Public

Non-prime time \$150.00/hour
Prime time \$190.00/hour
Specialty Groups (not-for profit associations and Education groups) \$120.00/hour

Dry Surface (Roller Hockey, etc.)

Non-prime time \$40.00/hour
Prime time 65.00/hour

Room Rentals (Fee +HST)

Paul Ouellette Room (Fee + HST)

Full room, full day \$400.00
Full room, hourly rate \$60.00

Room A or B & C, full day \$200.00

Room A or B & C, hourly rate	\$30.00
Room B, full day	\$150.00
Room B, hourly rate	\$20.00
Room C, full day	\$100.00
Room C, hourly rate	\$15.00
Alpine Lounge, full day	\$150.00
Alpine Lounge, hourly rate.....	\$20.00
Baxter Café, full day	\$100.00
Baxter Café, hourly rate	\$15.00

RENTAL FEES FOR SPECIAL EVENTS

Base Rental Fees

CONCERT/EVENTS

Eddy Rink	\$3,000.00
Richelieu Rink	\$2,000.00

Full Complex..... \$4,500.00/day
 Non-Show Days(Move in/move out/rehearsals) 50% of base rent

NOTE: Base rental fees do not include setup charges and equipment rentals.

There is a 30% rebate for not-for profit organizations on base rate room rental fees.

Personnel

Event Coordinator.....	*
Building Security	*
Event Staff	
(Ushers/Ticket Takers)	*
Parking Attendants.....	*
Cleaners	*
Electrician (Regular Time)	*
Electrician (Overtime)	*
Police.....	*
General Labor	*
Video Operator	*
Sound Operator	*
Scoreboard Operator.....	*

****as per Collective Agreement***

Box Office

Box Office Staff *

Ticket Set-up

Programming

(General Admission events)..... \$50.00/event
(Events with assigned seating) \$100.00/event

\$ 0.00 to \$19.99 = \$2.50 fee
\$20.00 to \$29.99 = \$3.00 fee
\$30.00 to \$39.99 = \$4.00 fee
\$40.00 to \$49.99 = \$5.00 fee
\$50.00 and more = to be determined

Credit Card 3% Credit Card Sales
Debit \$0.057 per transaction
Complimentary Tickets \$0.00/ each
Ticket Cancellation \$0.25/each

****as per Collective Agreement***

Services

Glass Removal (Full)..... \$1,200.00
Glass Removal (Half) \$600.00
Ice Cover..... \$1,000.00
Forklift with Operator..... \$75.00/hour
Medical Attendant \$40.00/hour
Additional Rooms..... \$60.00/day
Telephone Lines..... \$150.00/each
..... \$40.00/day
Advertising (sign at entrance)..... \$100.00/week
..... \$300.00/month

Equipment

Staging (4'x8'x4'x7' High Sections) \$20.00/section

Stage Barricade

(10' sections)..... \$10.00/section
Concert Chairs \$1.00/chair
Tables (30" x 72") \$2.00/table
Tablecloths..... \$5.00/each
Skirted Table..... \$7.00/each
Rod and drape (8' high)..... \$2.00/ft.
Rod and drape (3' high)..... \$1.00/ft.
Towels..... \$1.00/each

Dasher Boards Out.....	\$50.00/each
Telescopic Seating removed.....	\$150.00/section
Backdrop Curtain (35' high)	\$150.00

Equipment – External Rental

Concert Chairs	\$2.00/chair/day
Tables (30" x 72")	\$3.00/table/day

NOTE

Administration and handling fee on all orders	\$50.00
Delivery charges	\$45.00/hour/employee
(minimum of 1 hour for each delivery and pickup)	

Damage deposit of \$250.00 required on all external rentals

Power

120 VOLTS

1500 Watt Duplex Outlet	\$50.00
120 Volts / 20 Amps	\$55.00
120 Volts / 30 Amps	\$65.00

208 VOLTS – SINGLE PHASE

15 Amps	\$65.00
20 Amps.....	\$75.00
30 Amps.....	\$85.00
40 Amps.....	\$95.00
50 Amps.....	\$110.00
60 Amps.....	\$135.00
100 Amps.....	\$165.00

208 VOLTS – THREE PHASE

15 Amps	\$65.00
20 Amps.....	\$75.00
30 Amps.....	\$85.00
40 Amps.....	\$95.00
50 Amps.....	\$110.00
60 Amps.....	\$135.00
100 Amps.....	\$220.00

Merchandise

80 / 20 split – Show Sells

70 / 30 split – Centre Sells

Tracks and Fields (HST extra)

Unlighted & lighted	\$75.00/game
Per Day (non-seasonal)	\$125.00/day
Per Hour (non-seasonal)	\$12.00/hour
Lights (non-seasonal)	\$20.00/night per field

Leagues and Clubs Agreements

A contract will be negotiated on a yearly basis. Field usage** throughout the season will be taken into consideration to determine the price.

** Field Usage: a determined number of games played, which includes any extra maintenance provided prior to, during, or after a game regardless if the games are played or cancelled.

Maintenance Requests

Special maintenance requests over and above routine maintenance	\$125.00
Maintenance requests on Sundays.....	\$175.00

Picnic Tables	\$10/each
.....	50% damage deposit/day
Bleachers.....	\$50/each
.....	50% damage deposit/day
Garbage Cans.....	\$5/each
.....	50% damage deposit/day

DALY POINT NATURE RESERVE

Guided Tours (maximum 10 people)	\$7/person
Observation Rally conducted by coordinator on request (minimum 8 people).....	\$10/person
Observation Rally conducted by group, with use of Interpretation Centre during operational hours	

School, guides, scouts, public library groups (with activity)

K-8	\$3/student
High School	\$5/student

School Groups

(no activity, but use of Centre)	\$1/student
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Children's Birthday Parties

Weekends 2-4 p.m. with activity	\$50.00
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Wedding Ceremonies (without use of Centre).....	Donation
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Wedding Ceremonies (with use of Centre during operational hours)
(limit of 45 people) \$50.00

BY-LAW REGULATING THE KEEPING AND CONTROLLING OF COMPANION ANIMALS 2012-04

Dog Tags

Spayed or neutered \$10.00
Non spayed or non neutered \$35.00

Cat Tags

Indoor/Outdoor \$5.00

Kennel Licenses \$100.00

BY-LAW RESPECTING STREETS, SIDEWALKS AND PUBLIC PLACES 2004-06 (POSTER PERMITS)

Poster Permit Fee (\$150.00 refundable upon clean up of posters) \$200.00

BY-LAW TO REGULATE TAXICABS IN THE CITY OF BATHURST 2019-01

Permit Fees

The fees for the permits issued hereunder shall be as follows:

1. Taxicab Owner: \$110 per year for each vehicle
2. Taxicab Driver: \$55 per year
Includes photo ID
3. Picture ID \$50

TRANSIENT TRADERS, PEDDLERS AND VENDORS BY-LAW 2018-02

Transient Trader License

Daily Fee \$1,000

Peddler and Vendor License

Seasonal Fee \$750

Monthly Fee \$200

Daily Fee \$25

Mobile Truck and Vending Units License

Yearly Fee	\$1,250
Seasonal Fee	\$750
Monthly Fee	\$200
Special Occasions Daily Fee	\$25

ZONING BY-LAW 2008-01 (BUILDING PERMITS, REZONING)

1. Building/Demolition Permits \$10/\$1,000 of construction value.
A rebate of \$4/\$1,000 will be granted if Building Permit is issued prior to the start of the construction/demolition work.)
2. Notwithstanding Section 1 above, the minimum fee for a building/demolition permit is \$60.00.
A rebate of \$30.00 will be granted if a Building permit is issued prior to the start of the construction/demolition work.

Rezoning by-law amendments (to be paid upon application)
(fixed by By-Law)

Amendments to the Municipal Plan	\$1,000.00
Amendments to Zoning By-law	\$1,000.00
PAC Requests (to be paid upon application)	\$100.00

POLICE SERVICES

Accident Report Request

Copies of Traffic Accident Reports.....	\$50.00
Photo (each).....	\$5.00
Escorts (Building Movers).....	\$200.00

Fingerprints / Police Record Check

Note: Police Record Checks – Online process

Note: Fingerprints by appointment only, if required

Adoption (by fingerprints only).....	\$50.00
Fingerprints Live Scan.....	\$50.00
Pardon Application – Fingerprint.....	\$50.00
Police Record Checks “CPIC and PORS”	\$40.00
Police Record Checks “CPIC and PORS with Live Scan Fingerprints”	\$90.00, plus tax
Volunteer (Letter of proof required).....	\$15.00
Expedited requests	\$100.00

FIRE SERVICES

Filling of Air Tanks

S.C.B.A. 2216 to 4500 PSI..... \$15.00 per tank
 Scuba tanks \$15.00 per tank
 Cascade Cylinders\$30.00 per cylinder

Fire Extinguisher course (Live Exercise)

Truck/Training Officer/Firefighter.....\$100.00/hour

Fire Inspections Section

Search Outstanding Orders.....\$ \$100.00 each
 Inspection for Mortgage Sale\$100.00/hour

Environmental Clean-up

Equipment, Manpower and Material..... Cost Recovery

Equipment

Pumper/Tanker\$350.00/hour
 Ladder Truck\$400.00/hour
 Rescue Units\$300.00/hour
 Support Vehicles.....\$100.00/hour
 UTV – Off Road \$300.00
 Hazmat Trailer \$300.00
 Extrication Tools \$1000.00

NOTE: Each pumper is charged automatically for 1 hour.

After the first hour, all equipment will be billed in 30 minute increments.

NOTE: Additional manpower charged.

Additional firefighters billed in hourly increments.

Hazmat

As per equipment cost per hour plus product usage cost

Materials

Liquid Absorbant \$50.00/per bag
 (Half a bag is a full charge)

Fire	Drills
(outside Fire Prevention Week).....	\$100.00/hr
ATV	Rescue
(outside of city limits).....	\$250.00

Special Spring Collection \$50.00

CITY HALL FACILITIES

Pavilion Boardroom..... No charge
Other Meeting Rooms No charge
Gymnasium..... \$25/hour + tax

COMMUNICATIONS SERVICES

Rental of Audio-Visual production services

Equipment installation and tear down

3-camera PTZ configuration \$200.00
Addition of sound installation with 1-5 microphones \$50.00
Addition of sound installation with 6-15 microphones \$100.00
Addition of sound installation with 16-30 microphones \$200.00

System Operation

Day operations (between 8 a.m. and 4 p.m.) \$500.00
Partial Evening operations - 4 hours maximum (between 4 p.m. and midnight) \$250.00
Complete Evening operations (between 4 p.m. and midnight) \$500.00

POLICY P2021-02 – CITY SPONSORED ELECTRONIC BILLBOARD SIGNS

Processing Fee \$40.00
Advertising Rate \$75.00