

CITY OF CHARLOTTETOWN

FEES BYLAW

BYLAW # 2018-18

BE IT ENACTED by the Council of the City of Charlottetown as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the "Fees Bylaw."

2. Purpose

- 2.1 To enable the Council of the City of Charlottetown to, by bylaw, establish and require the payment of fees for business licenses, inspections, parking, recreation, and other matters for the purpose of raising revenues.

3. Authority

- 3.1. Subclause 162(1)(a)(i) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables municipalities to, by bylaw, impose requirements, establish fees, and establish a process for the collection of fees.

4. Application

- 4.1. This bylaw enables the authority for Council to establish fees and charges for the provision of goods and services and applies to any person on which a fee or charge is imposed under this bylaw
- 4.2. These fees are set out in the Schedules attached to this bylaw and form part of the bylaw.

5. Definitions

- 5.1. "Act" means the *Municipal Government Act*.
- 5.2. "Chief Administrative Officer" (CAO) means the administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.
- 5.3. "City" means the City of Charlottetown.
- 5.4. "Council" means the Mayor and other Members of the Council of the City.
- 5.5. "Councillor" means a Member of Council other than the Mayor.
- 5.6. "Lien" means an encumbrance or charge on a property to secure the debt owed by the property owner to the City of Charlottetown.
- 5.7. "License" means a permit from the City of Charlottetown to own or use something or to do a particular thing.

- 5.8. “Local improvement charge” means a fixed annual charge levied against real property for a specific period by the City of Charlottetown which contributes to capital costs of local improvements such as sewer and water upgrades, for example.

6. Establishment of Fees

- 6.1. The City of Charlottetown hereby establishes fees to be charged for inspections, parking, recreation, and other matters, in accordance with the Act.
- 6.2. The City of Charlottetown may charge fees that are higher for persons or businesses that do not reside or maintain a place of business in the City (clause 182(c)(ii) of the Act), where so outlined in the Schedules attached to this bylaw.
- 6.3. Council may revise fees at any time by resolution, in accordance with section 135 of the Act, and shall ensure that the relevant Schedules of this bylaw are updated.
- 6.4. The fees set out in the Schedules of this bylaw are subject to the Harmonized Sales Tax (HST) where applicable.
- 6.5. In addition to the fees established in this bylaw, the City of Charlottetown may also establish fees in other bylaws where those fees are specifically related to the matter addressed in that bylaw.

7. Collection of Fees

- 7.1. The City of Charlottetown may take into revenue deposits and investments, any charges for the operation of a service or municipal utility under the control of Council and any other funds the City may acquire pursuant to this bylaw or any other bylaw establishing fees, in accordance with section 162 of the Act.
- 7.2. The fees and charges set out in the Schedules of this bylaw shall come into force and effect on the date of passage, unless otherwise specified.
- 7.3. All fees charged in accordance with this bylaw are owing at the time of the service, or as otherwise outlined in the Schedules of this bylaw.
- 7.4. The fees listed in the Schedules of this bylaw are in addition to any costs incurred by the City of Charlottetown, which costs may be payable in addition to the fees set out in this bylaw.
- 7.5. Pursuant to subsection 142(2), the City of Charlottetown may by resolution cancel or write off any arrears of fees, penalties, or interest charges that are prescribed by bylaw or specified in a resolution that, in the opinion of Council, are no longer collectable from the person, institution, association, group, or body that is liable to pay them.

8. Penalties

- 8.1. The City of Charlottetown, may, in accordance with subsection 162(3) of the Act, refuse to issue or renew any license or authorization under this bylaw, or under the Act or

another Act, to issue or renew to a person who has failed to pay charges, fees, fines, or penalties established in the Schedules of this bylaw, including any accrued interest.

9. Effective Date

9.1. This Fees Bylaw #2018-18, shall be effective on the date of approval and adoption noted below.

First Reading:

This Fees Bylaw, #2018-18, was read a first time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2018

Second Reading:

This Fees Bylaw, #2018-18, was read a second time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2018

Approval and Adoption by Council:

This Fees Bylaw, #2018-18, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Witness the corporate seal of the City.

Mayor

Chief Administrative Officer

This Fees Bylaw #2018-18 adopted by the Council of the City of Charlottetown on _____ day of _____, 2018 is certified to be a true copy.

Chief Administrative Officer

Date

“This document is an office consolidation of this Bylaw (amending bylaw adopted 06-December-2021) It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Records Management Clerk”

Schedule A

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Type of Fees	Fee Structure	Fees Due
1. Mobile Vendor Fees	As set in the Street Vendors Bylaw	As set in the Street Vendors Bylaw
2. Dog Licensing Fees	Spayed/Neutered \$15 Un-spayed/Un-neutered \$25	At time of license purchase
3. Administration Fees Photocopying <u>Black and White</u> 8.5 x 11 / 8.5 x 14 paper 8.5 x 11 / 8.5 x 14 paper 11" x 17" paper 11" x 17" paper Color 8.5 x 11 / 8.5 x 14 paper 8.5 x 11 / 8.5 x 14 paper 11" x 17" paper 11" x 17" paper	\$0.25 per page – single sided \$0.50 per page – double sided \$0.50 per page – single sided \$1.00 per page – double sided \$1.00 per page – single sided \$1.50 per page – double sided \$2.00 per page – single sided \$2.50 per page – double sided	At time of service
4. Parking Meter Rental	\$10 per day	Prior to required date

Schedule B – Public Works

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Type of Fees	Fee Structure	Fees Due
1. Rentals for Contractors/For Profit Groups	Barricades - \$5.00 per barricade/day Traffic Cones - \$2.00 per traffic cone/day Deposit for Barricades/Traffic Cones – 50% of total rental cost Deposit for Event Fencing: \$10 per day/section	Prior to date required
2. Deposits for City Residence/Non Profit Groups	Barricades - \$5.00 /Barricade Traffic Cones - \$2/Traffic Cone Event Fencing - \$10/section	Prior to date required
3. Street Access	\$150.00 Processing fee for the application for an approval of modifications to existing accesses and the creation of new accesses to public streets in the City of Charlottetown.	Prior to date required

Schedule C – Parks & Recreation

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

All fees are HST applicable

Baseball & Softball Fields

	<u>ADULT</u>	<u>MINOR</u>	
Class A+ Field	\$41.50	\$30.00	per use based on 2 ½ hour time slot
Class A Fields	\$283.50	\$113.50	per field for one use per week for the season
Class B Fields	\$225.25	\$113.50	per field for one use per week for the season
Class C Fields	\$201.25	\$113.50	per field for one use per week for the season
One time booking	\$36.00	\$24.00	per field based on 2-hour time slot
Light Usage fee	\$18.00	N/C	per hour at all sites

Tournament Fees:

<u>ADULT</u>	<u>MINOR</u>	
\$101	\$41.50	for one day booking (one diamond)
\$142.00	\$65.50	for a two day booking (one diamond)
\$248.75	\$101.50	for a two day booking (2 diamonds)
\$366.75	\$130.50	for a two day booking (3 to 4 diamonds)

Multi-purpose Fields: (Soccer, Football, Rugby)

	<u>ADULT</u>	<u>MINOR</u>	
Class A Fields	\$283.50	\$113.50	per field for one use per week for the season
Class B Fields	\$283.50	\$113.50	per field for one use per week for the season
Class C Fields	\$236.00	\$113.50	per field for one use per week for the season
One time booking	\$36.00	\$24.00	per field based on 2 hour use

Tournament Fees:

<u>ADULT</u>	<u>MINOR</u>	
\$101	\$41.50	for one field / day
\$142.00	\$65.50	for two fields / day
\$212.75	\$89.00	for three fields / day

Tennis Court / Pickleball Court Rental:

\$1.45 per court/hr

Simmons Pool:

Daily rate / per person - \$1.74

Lane Rental - \$20 per lane / per hr

Birthday package - \$90 – includes 1hr in the pool & 1.5 hrs in the Community Room

Schedule C – Parks & Recreation - continued

<u>Arenas –</u>	<u>Cody Banks:</u>	<u>Simmons</u>
Adult Prime	\$184.35/hr	\$226.09/hr
Adult Non-Prime	\$157.39/hr	\$179.13/hr
Minor Sport Prime	\$157.39/hr	\$179.13/hr
Minor Sport Non-Prime	\$124.35/hr	\$124.35/hr
Schools	\$65.22/hr	\$65.22/hr
Noon Hour Rate	\$108.70/hr	\$108.70/hr
Dry Floor – Minor Sport	\$30.43/hr	\$39.31/hr
Dry Floor – Adult Rate	\$52.17/hr	\$69.57/hr
Arena Signage Yearly	\$391.30	\$956.52/hr
Zamboni Sponsorship	\$3,500/year	\$7,500/year

Community Centres*:

Gym Rental	\$47.83/hr
Room Rental	\$34.78/hr
	\$104.35 – 4hrs
	\$208.70 – 8 hrs

*A refundable cash damage deposit may be applicable

Monthly Contract Rates \$3,182.61/month

City Park Rental:

Minimal Permit Fee: \$30.00 (Fee required upon confirmation of event)

Rental Fee Structure for “Private for Profit” Groups:

Number of Participants at Event	Rental Fee (per day/per event)
Under 250	\$105.00
251 – 500	\$157.50
501 – 1000	\$262.50
1001 and over	\$525.00

Victoria Park Cultural Pavilion:

\$60.00/day

Direct Delivery Programs:

Pre-school, Youth/Teen, Adult/Seniors Program fees are available in the current Parks & Recreation Program Brochure available at City Hall and online at www.charlottetown.ca.

All fees are approved by Council.

Schedule 'D' – Planning & Heritage Department – Schedule of Fees

ALL fees are collected at the time of application submission.

Permit fees for late filing of a permit or starting construction without a permit will result in doubling of the fees charged.

Any work carried out on a Heritage building or property before a permit is issued will result in the regular permit fees being charged.

In the event an applicant requests a refund resulting from cancelling a development application or building permit, the refund will be based upon the amount of work undertaken to date to process the request. Once a building permit is issued, no refund will be provided and once a Planning report is prepared for a planning application, no refund will be provided. A refund will be provided up to 75% of the fee for processing a development application or building permit depending upon the stage of review that has been undertaken up to the date of the request for refund.

Permit Type	Fees (no HST)	Comments
Residential (New or Renovations)	\$5.50 per \$1,000 (minimum of \$50)	*One or two-unit dwellings *Residential buildings with 3 or more dwelling units are regarded as commercial developments
Residential Development Deposit	\$1,500	
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings (New or Renovations)	*\$7.00 per \$1,000 *\$8.00 per \$1,000 *\$9.00 per \$1,000 (minimum of \$50 for all phases)	Phase I of Permit Phase II of Permit Phase III of Permit
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings Development Deposit	\$4,000	
Building Inspection Follow-up Fee	\$100 (per follow up)	For every additional inspection request beyond required inspection
Occupancy Permits	No Fee	
Secondary Suite Registration	\$100	
Secondary Suite Registration Renewal	\$50	
Demolition Permits	\$50	
Demolition Deposit	\$500	
Moving Permits	*\$100 *\$400	(not requiring police escort) (loads exceeding 4.27 metres in width)
Signage Permits	\$8.00 per \$1,000 (minimum of \$50)	
Short-Term Rental Licensing Fee	\$175	

Schedule 'D' – Planning & Heritage Department – Schedule of Fees – continued

Permit Type	Fees (no HST)	Comments
Rezoning	\$2000	Fee per Property Identification Number (PID)
Official Plan Amendment	\$ 1500	Fee per Property Identification Number (PID)
Rezoning including an Official Plan Amendment	\$3500	Fee per Property Identification Number (PID)
Variances – Minor	\$300 for first variance	(\$50 for each additional variance)
Variances – Major	\$400 for first variance	(\$50 for each additional variance)
Subdivisions	\$200	*Up to and including 3 lots *Additional \$40 per lot over three
Subdivision (Lot Consolidation)	\$100	
New Agreements: -Subdivision Roads and Services Agreement	\$900	
-Other Agreements (Development Agreement, Encroachment Agreement, etc.)	\$600	
Amending an Existing Agreement	\$500	
Decks, accessory buildings, pools	\$50	
Permit Renewals	\$50	
Development Permits	\$100	
Basic Zoning Inquiries	\$100	
Comprehensive Zoning Inquiry	\$200	*Includes liquor license
Legal Research Fee	\$100 per hour	(Minimum of one hour)
Heritage Research Fee	\$0	
Copies of Requested Reports	Actual cost	
Cash-in-lieu of Parking	\$6,000 per parking space	
Design Review Applications	\$400	
Design Reviewer Fees	\$2,500	
Heritage Board Applications	No fee	
Heritage Resource Buildings		No permit fees for exterior work on existing building; Interior work – regular permit fees apply
Buildings in the 500 Lot Area that are not Heritage Resources		Regular permit fees apply
Telecommunication Tower Application	\$3,000	

Schedule E - Water & Sewer Utility

2026 Water and Sewer Rates

	2026 Annual Flat Rate
Water & Sanitary Sewerage Service	\$ 782.75
Water Service	\$ 259.09
Sewer Service	\$ 523.66

Application The following rates and charges apply to metered services provided to customers within the City of Charlottetown

Water & Sanitary Sewerage Service

Demand Charge

Commodity Charge

Meter Size	Daily	Monthly	Bi-Monthly	Quarterly
16 mm	1.088	32.648	65.297	97.945
19 mm	1.624	48.727	97.455	146.182
25 mm	2.696	80.885	161.770	242.655
37 mm	5.376	161.279	322.559	483.838
50 mm	8.592	257.753	515.505	773.258
75 mm	17.167	515.015	1,030.030	1,545.044
100 mm	26.814	804.435	1,608.869	2,413.304
150 mm	53.613	1,608.378	3,216.757	4,825.135
200 mm	96.490	2,894.689	5,789.377	8,684.066

\$1.551 per cubic meter

Water Service

Meter Size	Daily	Monthly	Bi-Monthly	Quarterly
16 mm	0.401	12.031	24.061	36.092
19 mm	0.593	17.801	35.601	53.402
25 mm	0.978	29.341	58.681	88.022
37 mm	1.940	58.191	116.382	174.572
50 mm	3.094	92.811	185.622	278.433
75 mm	6.171	185.131	370.262	555.393
100 mm	9.633	288.991	577.983	866.974
150 mm	19.250	577.492	1,154.984	1,732.476
200 mm	34.636	1,039.093	2,078.186	3,117.279

\$0.455 per cubic meter

Sewer Service

Meter Size	Daily	Monthly	Bi-Monthly	Quarterly
16 mm	0.687	20.618	41.235	61.853
19 mm	1.031	30.927	61.853	92.780
25 mm	1.718	51.544	103.089	154.633
37 mm	3.436	103.089	206.177	309.266
50 mm	5.498	164.942	329.884	494.826
75 mm	10.996	329.884	659.767	989.651
100 mm	17.181	515.443	1,030.887	1,546.330
150 mm	34.363	1,030.887	2,061.773	3,092.660
200 mm	61.853	1,855.596	3,711.192	5,566.787

\$1.096 per cubic meter

Minimum Bill The minimum bill is the demand charge.

Surcharges for water or sewer service outside city limits 25%

Annual Fire Protection Charge \$ 1,359,671.59

Effective Date: April 1, 2026

Schedule E - Water & Sewer Utility – Continued

	2026 Rate	Tax
Sewer service charges	\$ 50.00	U-EXEMPT
Faucet Aerator	\$ 2.00	U-HST-15
Collection Fee	\$ 60.00	U-EXEMPT
Meter Installation	\$ 75.00	U-HST-15
Sewer Turn On Fee	\$ 30.00	U-EXEMPT
Property Transfer Service Fee	\$ 50.00	U-EXEMPT
Rain Barrel	\$ 65.00	U-HST-15
Remove water meter	\$ 60.00	U-HST-15
Showerhead	\$ 5.00	U-HST-15
Water turn on fee	\$ 75.00	U-HST-15
Water Conservation Kit	\$ 10.00	U-HST-15
CALLOUT	\$ 200.00	U-HST-15
INSPECTION	\$ 75.00	U-EXEMPT
Cheque Returned NSF	\$ 30.00	U-EXEMPT
CPCP Septage Receiving (\$/m3)	\$ 18.85	U-HST-15
Wastewater Treatment Fees (\$/m3)	\$ 0.593	U-HST-15
Water Off and On for Repairs	\$ 75.00	U-EXEMPT
Meter Installation Incentive \$/Quarter	\$ 250.00	U-EXEMPT
Hourly Labour Rates for Utility work orders	\$ 50.00	plus HST where applicable
Hourly City Backhoe	\$ 55.00	plus HST where applicable
Materials	\$ Cost plus 10%	plus HST where applicable
Equipment Rentals	\$ Cost plus 10%	plus HST where applicable

Schedule F – Structure for Parking Fees

Permit Type	Fees including HST	Comments
Parking Meters	\$1.50 hour	At time of service
<u>Parkades:</u> Queen, Pownal, and Fitzroy	Monthly Rate \$115 Daily Rate \$8.75 Hourly Rate \$1.25	At time of service
Electric Vehicle Parking Meter Locations	\$3.00/hour Mon-Fri, 9AM-6PM \$2.00/hour Evenings & Weekends	At time of service
Electric Vehicle Parking Facility Locations	\$2.00/hour for first 3 hours \$4.00/hour thereafter Note - Parking rates need to be paid in addition to electric vehicle charging rates	At time of service
Electric Vehicle Unmetered Locations	\$1.00/hour for first hour \$2.00/hour thereafter	At time of service

SCHEDULE REVISION DATES:

Schedule ‘D’ - Planning & Heritage Fees - revised by resolution of Council 25-Apr-2022

Schedule ‘A’ - Utility Fees - revised by resolution of Council 13-Jun-2022

Schedule ‘C’ - Parks & Rec. Fees - revised by resolution of Council (Operational Budget) 31-Mar-2023

Schedule ‘D’ – Planning & Heritage Fees (Design Reviewer) revised and effective following a resolution of Council on 24-Jul-2023

Schedule ‘D’ – Planning & Heritage Fees (STR Licensing Fee) established by resolution of Council 10-Oct-2023

Schedule ‘F’ – Parking Fees (EV Charging Fees) – revised by resolution of Council 13-Aug-2024

Schedules ‘A’, ‘B’, ‘C’, ‘E’ revised & Schedule ‘F’ added by resolution of Council 08-Oct-2024

Schedule ‘C’ – Parks & Rec. Fees – revised by resolution of Council 31-Mar-2025

Schedule ‘E’ – Water & Sewer Utility Rates – revised by resolution of Council 31-Mar-2025

Schedule ‘C’ – Parks & Recreation Fees – rates incorporated during the Mar 2025 budget process were approved by resolution of Council 14-Oct-2025.

Schedules ‘C’ & ‘E’ (Parks & Rec and Water & Sewer Fees) – revised by resolution of Council 31-Mar-2026