

	TOWN OF CARMAN	POLICY NO. 003
	ADOPTED BY: Resolution No. 187/24	Last Updated: 2023
	DATE: December 14th, 2023	Page: 1 of 2
	TITLE: Fees and Charges Policy	Department: Administration

PURPOSE: The purpose of this policy is to outline Council’s requirements for costs related to administration, recreation, cemetery, and other miscellaneous charges. The intent of this policy is to set rates for services in a cost-effective manner, and that they do not negatively affect the approved financial plan and work to the benefit of the Town of Carman.

RATIONALE: Establishing a Fee’s Policy ensures fairness in an equitable manner. It also serves to enhance overall accountability, transparency and promote good governance. This policy applies to works and services carried out by the Municipality on private property, within, and outside the boundaries of the Municipality.

DEFINITIONS: Employee – means any person employed by the Municipality, and includes the Chief Administrative Officer, designated officers, full-time, part-time, contract, or casual employees.

PAYMENT:

The applicant will be invoiced for services or fees undertaken by the Municipality, at the rates fixed in this policy. Payment is due on receipt of invoice from the Municipality. Interest will be charged at the rate of 1.25% per month, on any balance outstanding after 30 days of the invoice date. Any outstanding amounts may be transferred to taxes.

LEGAL LIABILITY:

The applicant shall indemnify the Municipality against any claim, action or process for damage or injury which might arise during the progress of such private works. The applicant may be required to sign a waiver form before the private work is undertaken by the Municipality.

All rates are subject to the Chief Administrative Officer’s discretion and proper supervision.

RECEIPT ACCOUNT #	WORK PERFORMED:	FEE (PLUS GST where applicable)
Office Services/Licenses/Fees:		
	Duplicate Tax Receipts	\$10.00
	Photocopying	\$0.10/page B & W .15/page Color
	Fax Machine	No Faxes
Cemetery Services:		
	Grave Type	
	Traditional Grave Plot	Resident \$300.00 Non-Resident \$1,000.00
	Traditional Perpetual	Resident \$300.00 Non-Resident \$1,500.00
	Total Cost Traditional Grave Plot	Resident \$600.00 Non-Resident \$2,500.00
	Cremation Grave	Resident \$200.00 Non-Resident \$800.00
	Cremation Perpetual	Resident \$200.00 Non-Resident \$1200.00
	Total Cremation Grave	Resident \$400.00 Non-Resident \$2,000.00
	Columbarium	\$300.00
	Additional Cremation Burial	
	Burial on existing traditional grave	Resident \$150.00 Non-Resident \$500.00
	Perpetual	Resident \$150.00 Non-Resident \$750.00
	Total Additional Burial Cremation	Resident \$300.00 Non-Resident \$1,250.00
Miscellaneous:		
	Fee for N.S.F./returned cheques	\$25.00
	Tax Certificates	\$25.00
	Tax Information Requests	\$15.00
	Administration labor charges	\$35.00/Hr. Clerical administration (\$35.00 x 1.5 for OT)
	Road Opening/Closing Application	\$1000.00 plus actual costs
Pool Rentals:		
	Carman-Dufferin Pool	Private Rentals \$110.00/hr up to 25 people Private Rentals \$140.00/hr up to 50 people
	Lessons	
	Bronze Medallion & Cross with First Aid	\$200/course \$44/Manual \$7/whistle
	Swim for Life - 1 week	
	Parent and Tot (parent in water 30 mins)	\$50.00
	Preschool (no parent 30 mins)	\$55.00
	Swimmer 1-6 (30 mins)	\$80.00
	Swimmer 7-9 (45 mins)	\$85.00
	Public Swim	
	Ages 2 and under	Free
	All ages 3-adult	\$7.00
	Family (max of 5)	\$25.00 (additional members \$2.00)
	Lap Swim	\$4.00
	Aqua-size	\$8.00
	2 hour public swim	\$4.00 per person (no family rates)
	Weekly Pass	\$35.00 per person
	Weekly Pass Family	\$110.00 (max 5) \$15.00 additional members
	Seasonal Pass (12 Weeks)	\$100.00 per person
	Seasonal Pass (12 Weeks Family)	\$265.00 (max5) \$25.00 additional members
	Seasonal Pass Lap Swim	\$90.00 per person
	Seasonal Pass Aqua-size	\$120.00 per person
Campground		
	Serviced sites are 15 or 30 amp with water (no septic tank)	
	Serviced site Nightly rates	\$26.00
	No service site Nightly rates	\$16.00
	Admin Fee for Cancellations	\$10.00

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	<p style="color: red;">Cancellations may occur up to four or more days prior the arrival date and get a full refund except for the cancellation fee.</p>	
	<p style="color: red;">Cancellations 3 days or less will not be refunded the cancellation fee and the first night's camping fee.</p>	<p style="color: red;">Refunds will not be given due to inclement weather. or pool closures.</p>
Hall Rental	Deposit is required to book the hall	\$100.00
	<p>Birthdays Party & Showers by 3-hour rentals</p>	\$85.00 per 3 hours
	Set up before event 5 pm-10 pm	\$85.00
	Clean up after event 7 am - 12 pm	\$85.00
	Small ½ day meeting (up to 5 hr rental)	\$165.00
	Small functions 1-50 people Full day	\$215.000 per day
	Large functions 50+ people Full day	\$430.00 per day
	All functions with bar 5 pm Friday - 1 am Sunday	\$540.00 per day
	**Bartending and Door ID (all open socials)	\$450.00 per day
Kitchen		
	Use of kitchen includes stoves, fridge, dishwasher, coffee urns, China, cutlery, wine glasses, water cups, pots & pans.	
	Per plate to a maximum of 300 people	\$1.35 per plate (max \$380.00)
	Use of the kitchen for food prep outside of the hall	\$165.00 per day
	Use of the kitchen for soup/sandwich	\$135.00 per day
	Use of the kitchen for cold lunches (socials/funerals)	\$30.00 per day
	Walk in Cooler (2 days' notice)	\$30.00 per day
Additional fees		
	Garbage	Fee based on time spent cleaning
	Table storage	Fee based on time spent cleaning
	Spills on the dance floor	Fee based on time spent cleaning
	Keys if not returned	\$30.00
Bar		
	Users are required to supply their own ice, cups and napkins	
	**Bartenders will be provided at a cost of \$450.00 for all open functions serving alcohol. (socials) No *exceptions	<p>Approx 1 bartender for 50-75 guests is needed. The use of canned beer is not recommended. CDR will arrange for bartenders of the function. (See fire department social duties)</p>
Arena		
A Side	Carman Minor Hockey/Skating Club/Kids Rec Hockey	
	Practice/Games (PRIME)	\$98.94 per hour
	Practice/Games (NON PRIME)	\$61.20 per hour
	Tournaments	\$98.94 per hour
	Carman Cougars High School/ PV Bantam AAA Females	
	Practice (PRIME)	\$98.97 per hour
	Practice (NON PRIME)	\$61.20 per hour
	Games/Tournaments	\$104.04 per hour
	Carman Beavers	
	Practice (PRIME)	\$120.36 per hour
	Practice (NON PRIME)	\$71.40 per hour
	Games	\$131.58 per hour
	Men's Rec League	
	Games	\$120.36 per hour
	Rentals	
	General Rental Town & RM (PRIME)	\$120.36 per hour
	General Rental Town & RM (NON PRIME)	\$71.40 per hour
	General Rental Other (PRIME)	\$174.42 per hour
	General Rental Other (NON PRIME)	\$87.72 per hour
	*Prime Time Ice Rentals: Monday - Friday - 4:00 - 11:00 pm & Saturday - Sunday - ALL DAY	
	*Non-Prime Ice Rentals: Monday - Friday - 7:00 - 4:00 pm	
B-Side	Carman Minor Hockey/Skating Club/Kids Rec Hockey	
	Practice/Games/Tournaments ALL DAY	\$61.20 per hour

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	Carman Cougars High School/ PV Bantam AAA Females	
	Practice ALL DAY	\$61.20 per hour
	Carman Beavers	
	Practice ALL DAY	\$71.40 per hour
	Rentals	
	General Rental Town & RM - ALL DAY	\$71.40 per hour
	General Rental Other - ALL DAY	\$87.72 per hour
Kinsmen Room	Full Day Meetings	\$75.00
Programming	3 on 3 Tourney	\$224.00 and \$294.00
	Aquafit at Hotel	\$200.00 for 20 classes
	Babysitter's Course	\$60 per person
	Day Camp	\$20.50 a day & \$25.00 for special days
	First Aid Training	\$140.00
	Fitness Classes	\$15.00 a class
	Folklorama	\$120.00
	Goalie Clinic	\$380 for 8 sessions
	Hockey Camp	\$400 for 5 days
	Ice Convenor	\$0
	Intro to U7 Hockey	\$240 per person
	K9 Classes	\$110.00 per dog
	Lifeguard Courses	\$200 per class
	My gym	\$115 for 5 weeks
	Slo-Pitch	\$160.00
	The RINK Power skating	\$275 for 8 sessions
	Canada Day Public Swim	\$0
	Snowshoes	\$0
	Hall Walking	\$0
	Kick sleds	\$0
	Pickleball	\$0
Baseball Diamonds	Carman Minor Ball/Carman Cardinals 55+	
	Practice/Games	26.01 per use
	Tournament all Day	66.81 per diamond
	Central Energy	
	Practices/Games	31.11 per use
	Carman Cardinals	
	Practice/Games	31.11 per use
	Rentals	
	General Rental	36.21 per use
	Batting Cages - All Users	10.71 per use
Soccer Pitches	Sunnyside & Sexsmith - All Users	20.91 per use
Misc	Property Ownership Maps	\$25.00
Public Works		
	Electronic Water Meter/Digital Water Meter	Cost plus 10%
	Frost Plates	Cost plus 10%
	Tail Pieces	Cost plus 10%
	New Culvert/ New Couplers	Cost +35% plus Gst
Licenses	Business Licenses	\$100.00 Annually
Transfer Station		
	Garbage Bags Up to 77L max	Resident \$4.00 Non-Resident \$12.00
	Oversized Garbage Bags up to 125 L max	Resident \$6.00 Non-Resident \$18.00
	½-ton truck load	Resident \$50.00 Non-Resident \$150.00
	1 ton truck load	Resident \$80.00 Non-Resident \$240.00
	3-ton truck load	Resident \$240.00 Non-Resident \$720.00
	Tandem truck up to 5 ton	Resident \$400.00 Non-Resident \$1200.00
	Tandem trailer up to 10 ton	Resident \$600.00 Non-Resident \$1800.00
	Utility Trailer (large with hoist)	Resident \$80.00 Non-Resident \$240.00

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	Hot Water Tanks/Propane Tanks	No Cost
	Sinks/Bathtubs/Toilets -non metal	Resident \$10.00 Non-Resident \$30.00
	Sinks/Bathtubs/Toilets metal	No cost
	Stumps	Resident \$20.00 to \$50,00 Non-Resident \$60.00 to \$150.00
	Burning Barrels	Resident \$5.000 Non-Resident \$15.00
	Asphalt Shingles - Clean	\$65.00/MT
	Asphalt Shingles – Non clean	\$95.00/MT
	E-Waste	No Cost
	Recycling	No Cost
	Tires	No Cost
	Fridges and Freezers	No Cost
	Washers and Dryers	No Cost
	Couch/Sofas/Chairs	Resident \$25.00 Non-Resident \$105.00
	Box Spring Mattress	Resident \$35.00/piece Non-Resident \$105.00 /piece
	Asbestos will not be accepted	
	Industrial Lots	
	Price per acre with access to Natural Gas	\$50,000.00 plus applicable taxes
	Price per acre with no access to Natural Gas	\$45,000.00 plus applicable taxes
<p>NOTE: *Any unspecified charges and or determinations of charges are at the discretion of the Chief Administrator, Officer, Chief Financial Officer, and or Public Works Director **All charges are subject to pst and gst.</p>		