

AGENDA

Public Meeting #3

2024 User Fees and Charges

Council Chambers / Electronic Participation
Thursday, April 4, 2024 at 4:40 PM

Please visit the [TKL YouTube Channel](#) for the live-stream of the meeting.

1. **Call to Order**
2. **Declaration of Pecuniary Interest**
3. **Summary of Reports**
 - 3.1. 2024 User Fees and Charges
Jennfier Montreuil, Municipal Clerk
4. **Confirmation of Notice**
5. **Correspondence Received**
6. **Comments/Questions from Members of the Public**
7. **Consideration of Proposed By-Law**

Proposed Direction: Council receive the comments from members of the public; and that the draft By-Law and Schedules be brought forward for further discussion and deliberation at the April 16, 2024 Regular Meeting of Council.

8. **Adjournment**

REPORT TO COUNCIL

Meeting Date: 19/03/2024	Report Number: 2024-CORP-017
Presented by: Jennifer Montreuil	Department: Corporate Services

REPORT TITLE

Proposed 2024 User Fees & Charges

RECOMMENDATION

BE IT RESOLVED THAT Report Number 2024-CORP-017 entitled “**Proposed 2024 User Fees & Charges**” be received;

AND FINALLY THAT a Public Meeting be held on Thursday, April 4, 2024 at 4:40 PM.

INTRODUCTION

Administration have conducted a fulsome review of the Town of Kirkland Lake’s established User Fees and Charges and are proposing several changes and housekeeping items for Council’s consideration which directly impact the Town’s 2024 Budget, as tabled.

DISCUSSION

The imposition of user fees is one method in which the Town of Kirkland Lake generates revenue to offset the costs of the services it provides.

Section 391 of the *Municipal Act*, 2001, as amended, authorizes a municipality to impose fees or charges.

The setting of user fees shifts the financial burden of providing specific services from the property tax base to the users of those services.

The Town establishes and collects user fees in exchange for services offered to the community. User fees allow the costs of services to be equitably distributed among users and the public, thereby reducing the Town’s reliance on property taxes as a primary funding source.

When user fees are customary for a particular service, they help ensure the process for establishing the fee is transparent and reasonable.

DISCUSSION

Determining Factors

The Town of Kirkland Lake does not have a User Fee policy, however, Council sanctioned a User Fee by-law (Attachment 1) establishing user fees in a schedule.

Historically, a revision of the user fee schedule is undertaken by Administration using their professional judgment and the economic factors relating to their respective areas of service.

Administration also factor-in the cost of providing said services, the type of service under consideration (as certain services are better suited for full cost recovery than others), and the potential impact of changes to user fees on residents and other users.

To determine what Administration propose are appropriate fees/rates, the following are considered:

- direct costs;
- indirect costs; and
- municipal and non-municipal comparators.

Administration is cognizant of the impacts of increases and works towards cost containment on all fronts.

The Town recognizes that user fees are an important source of revenue critical to achieving the Town's objective of long-term financial sustainability.

The service mandates of each Department and certain divisions was previously reported on in a [Report to Council](#) presented in May 2023.

Current User Fees & Charges

For reference the following are the Town's current User Fees and Charges:

- [By-Law 23-041](#) Corporate User Fees and Charges
- [By-Law 23-038](#) Cemetery Fees and Charges

Current Climate on User Fees & Charges

Having analyzed the 2024 Budget Survey data, it is worthwhile noting that from the 134 total respondents, 77 noted they would be amenable to the Town introducing new fees, and 59 noted to increase user fees and service charges to balance the budget.

Proposed Effective Date of User Fees and Charges (Corporately)

After considering the administrative transition time necessary to ensure that new user fees and charges are entered into our existing systems/programs, to ensure proper marketing of education of new fees and charges, and in the spirit of appropriately providing notice to those reoccurring users who transact with the municipality through its User Fees and Charges, it is being recommended that the changes take effect on July 1, 2024.

DISCUSSION

Interpretation of Revised User Fees and Charges Schedules

To assist in Council's deliberation:

- Where a service is no longer active/offered and is being proposed to be removed, it is struck-out, and the word **REMOVED** is identified within the line item of the respective schedule.
- Where a new service is being proposed, it is identified with the word **NEW!** and is identified within the line item of the respective schedule.
- Where a user fee is being proposed to be amended (fee itself), the fee change is identified in a column in the respective schedule, and the justification/rationale for the change has been encapsulated by the Department within this report below.

2024 Rationales

The following rationales are provided surrounding the proposed changes to the Town's User Fees and Charges:

CORPORATE SERVICES

- **Schedule A - Clerk's Office Division** (Attachment 1)

When reviewing fees for services, the goal is to attempt to break even on administrative costs for service. For licenses and permits, comparators are used from past municipal studies and those fees charged by neighbouring and similar populated communities. Also factored in are any salary increases, annual Cost of Living Adjustment (COLA) increases that have materialized since the previous year.

Clerk's Office staff have noted a resurgence of out-of-town service requests. As such, a non-resident surcharge of 20% on fees that are not legislated is being proposed on services most utilized by non-residents.

The price point for individual bingo games has not increased in a decade. In the past two years, the Clerk's Office has been tirelessly working to assist organizations with their financial reporting requirements which takes a considerable amount of staff time to assist and review proposed budgets and previous gaming session reports in accordance with the Lottery Licensing Policy Manual (AGCO). Administration is proposing to increase the fee for Lottery Licences for Bingo per session from \$83.00 to \$99.00 per session.

DISCUSSION

CORPORATE SERVICES

- **Schedule A - Clerk's Office Division** (continued)

The proposed increase to the fee associated with a Marriage Licence is in line with an in-house market analysis conducted over the last two years. It should be noted that the fee has not changed in Kirkland Lake for well over 5 years, while other municipalities have been applying incremental increases annually. The rationale for the increase is also attributed to the changes in pay equity, education and staff time associated with the care, attention and accuracy required to meet the accuracy required in accordance *Marriage Act*. It should be noted that the Clerk's Office often acquiesces to last minute requests for service (drop ins, and for marriages within a 24-to 72 hr turnaround), sometimes with multiple visits until such that the appropriate documentation is supplied, and Licence is completed.

Civil Marriage mileage reimbursement for travel has been amended to reflect the Town's current [Travel Expense Policy](#). A quick calculation identifies that the proposed change in fee structure is immaterial and better suited at a per kilometer price point for trips under and over 100 kms. Administration is simply attempting to keep fees mirroring existing corporate policies.

The increases proposed for 2024 range from 10% to 20% depending on the factors mentioned above. These increases are reflected in the Clerk's Office portion of the Town's 2024 Budget, as presented.

- **Schedule B - Treasury Division** (Attachment 2)

There are no changes being proposed to the Treasury Division's Schedule of User Fees and Charges at this time. As such, there are no increases noted in Treasury's portion of the Town's 2024 Budget, as presented.

COMMUNITY SERVICES

- **Schedule C – Museum** (Attachment 3)
- **Schedule D – Recreation** (Attachment 4)
- **Proposed 2024 Cemetery User Fees & Charges** (Attachment 5)

Community Services' mandate is to provide a variety of recreational pursuits for enjoyment, fitness and health, social interaction, and an enhanced quality of life.

Local recreation departments offer a combination of fee for service and free programming.

DISCUSSION

COMMUNITY SERVICES (continued)

When reviewing fees for programs, the goal is to generate a 60% profit after direct expenses are covered. This amount helps cover indirect costs such as building costs, admin costs etc. For rentals and memberships, we look at comparators used in past municipal studies and neighbouring communities. We also factor in annual Cost of Living Adjustment (COLA) increases and other costs that have increased since the previous year.

The increases proposed for 2024 range from 1% to 10% depending on the factors mentioned above. These increases are reflected in the Cemetery, Museum and Recreation's portion of the Town's 2024 Budget, as presented.

DEVELOPMENT & ENTERPRISE SERVICES

- **Schedule E - Planning** (Attachment 6)

One change is being proposed under Land Purchases section, namely the wording and fee surrounding land purchase applications/proposals. Administration is recommending a significant increase due to the impacts of pay equity, the costs borne by the Town to conduct title searches, pre-transactional legal costs, and to place the public notice of sale in the local newspaper, as legislated. In addition, Administration is also proposing that a portion of the Application/Proposal Fee (\$300) no longer be refundable should an applicant withdraw their application/proposal. If advertising has ensued, there will be no refunds. The proposed increase and approach is in keeping with other municipal norms.

- **Schedule F - Building** (Attachment 7)

One change is being proposed under Miscellaneous section, namely to the fee associated with the Building Permit – Major Change. Staff identify that the current rate per m² is \$175 / square metre. In most cases when there is a revision to a current permit, the major change would be more than the original permit fee. For this reason, Administration have suggested a reasonable change to the fee structure, as presented.

- **New Schedule J - Animal Control** (Attachment 8)

There are no changes being proposed to the Animal Control Schedule of User Fees and Charges at this time. As such, there are no increases noted in the Development & Enterprise Services' portion of the Town's 2024 Budget, as presented.

DISCUSSION

PUBLIC WORKS

- **Schedule G - Equipment Rates** (Attachment 9)

The proposal to increase the Equipment Rates across the board by five percent (5 %) is to reflect increases in the Town's Insurance, fuel costs, and to factor in asset depreciation.

- **Schedule H - Waste Management** (Attachment 10)

General housekeeping was appended to include the fees associated with the Town's FoodCycler® Pilot Program.

The small blue boxes are being phased out for the larger ones under the new collection system, the ash line was removed as Northland Power Corp. has decommissioned and they no longer produce wood ash.

The other increases are based on annual cost increases. The increase in the contaminated soils line is to better match neighbouring communities at \$45.00 per cubic metre.

- **Schedule I - Airport** (Attachment 11)

On July 11, 2023, Council resolved the following in relation to the Kirkland Lake Airport Fees and Services Comparison:

*"Moved by: Councillor Janice Ranger
Seconded by: Councillor Rick Owen*

WHEREAS Council held public consultation and updated the Town of Kirkland Lake User Fees and Charges By-Law on June 6, 2023;

AND WHEREAS Council find it desirable to reconsider the fees associated with the Kirkland Lake Airport and undertake a fulsome review of those fees and charges;

THEREFORE BE IT RESOLVED THAT an information report surrounding the fees and services offered at the Kirkland Lake Airport, specifically including data comparators from the Town's closest competitors be presented. **CARRIED"**

Administration is now in a position to provide a comprehensive analysis and comparison of the fees and services offered at Kirkland Lake Airport in relation to similar airports in the region. Administration will address the proposed adjustment to the fees at Kirkland Lake Airport to ensure its comprehensive within the regional aviation market. With the aim of sustaining quality services and infrastructure, its is important to review and adjust fee structures.

This proposal seeks to bring Kirkland Lake Airport's fees more in line with those of comparable airports in the region.

DISCUSSION

PUBLIC WORKS

- **Schedule I - Airport** (continued)

The proposed increase in Kirkland Lake Airport fees is a crucial step towards the Airport's competitiveness and financial sustainability. The proposal to increase fees at Kirkland Lake Airport, is partially in response to losses incurred in landing fees while incrementally adjusting other fees to account for inflation, increases in labour and equipment cost.

Understanding the reason behind the losses in landing fees is crucial. Comparing the Town's landing fees with other nearby regional airports, [Earlton-Timiskaming Regional Airport](#), [Timmins Victor M. Power Airport](#), and [North Bay Jack Garland Airport](#). Kirkland Lake Airport offers flat rates for landing, whereas Earlton Airport, and other nearby airports like Timmins and North Bay Airports, offers landing fees according to the weight of the aircraft/helicopter.

The nearest Airport, Earlton, offers \$35 minimum over 2000 kg maximum gross take-off weight (MGTOw), and they charge \$11 per 1000 kg over 2000 kg of MGTOw. A weight-based fee structure would significantly increase revenue generated by the Town's Airport. Increased revenue would be helpful in increasing the quality of services offered at the Kirkland Lake Airport. For example, recently, a Dash 8 aircraft landed at Kirkland Lake Airport which had MGTOw of 19,504.47 kg, the charge was \$53+HSTH. However, Earlton Airport will charge a minimum of \$35 + \$209 for 19,000 kg, resulting in a total charge amount of \$244+HST. The charge would be 4 times larger using a weight-based system.

Two other major changes that should be considered in the airport user fees are summer callout and winter callout charges for plowing, Nov 1 – April 30. The Town is not currently recovering the actual costs for the service as the fee was never appropriately adjusted to reflect the costs of the callouts. The actual cost for a summer callout is \$291.94 per call, and a winter callout for plowing is \$753.65 per call.

Administration recommends that the user fees be increased in response to the loss of landing fees, the consideration of inflation, changes in labour costs, and equipment expenses.

DISCUSSION

PUBLIC WORKS

- **Schedule I - Airport** (continued)

Based on the comparative analysis that was undertaken with nearby airports like the Earlton and Timiskaming Regional, the data underscores the necessity of adjusting the Town's fee's structure to maximize revenue generation. By adopting landing fees based on aircraft weight and addressing discrepancies in summer and winter callout charges, Kirkland Lake Airport seeks to not only bridge revenue gaps, but also enhance services, quality, and infrastructure.

FIRE & EMERGENCY SERVICES

The current Fire & Emergency Services Department User Fees Schedule (Attachment 12) is being proposed for elimination, and a new User Fees and Charges Schedule (Attachment 13) to a stand-alone by-law is being proposed, which is in line with municipal norms.

The proposed creation and increases to User Fees and Charges for the Fire & Emergency Services Department reflects the need to transfer the cost of service on to users directly, rather than through property tax increases.

Burn Permits

In 2022, the department issued 214 permits at an average of 45 staff mins per permit. Two (2) site visits with two (2) staff members were required based on the process that was in place at that time, which equals to 160.5 hrs (9,630 minutes) x Platoon Chief (PC) wage and a Full-time Firefighter wage, plus apparatus use (fuel, maintenance).

The cost of issuing burn permits in 2022 is broken down as follows:

- \$15,695.00 in wages;
- \$700.00 (estimated) in fuel and maintenance, and
- \$315.00 (estimated) in permit printing.

The estimated cost impacting the tax base in 2022 was \$16,710.00 for the management of the Burn Permit Program.

DISCUSSION

FIRE & EMERGENCY SERVICES

Burn Permits (continued)

In 2023, the department issued 202 permits at an average of 20 staff mins per permit. No site visits were made as permit takers were educated by the issuing PC to abide by the conditions/restrictions printed behind the permit itself. Administratively, to issue permits, this translated into 67.33 hrs x PC wages.

The cost of issuing burn permits in 2023 is broken down as follows:

- \$3,689.00 in wages based on lowest paid PC; and
- \$315 (estimated) in permit printing.

The estimated cost impacting the tax base in 2023 was \$4,004.00 for the management of the Burn Permit Program.

Council had previously been presented with a proposed \$15.00 fee per permit. Based on an average of 202 permits issued per year, the revenue generated would translate to \$3,030.00.

Should the per permit fee be established at \$20.00, the revenue generated would translate to \$4,040.00.

As there is still large administrative cost involved in the issuance of Burn Permits, the reinstatement of a user fee reflects the current need to pass the cost of service on to users directly rather than through property tax increases. Administration recommends that a \$20.00 permit fee be implemented to avoid a tax increase.

Elevator Calls

The department has responded to eight (8) elevator calls in the past eight (8) months, only one (1) of which was an actual emergency situation. The remaining calls were due to maintenance failures. The cost associated with these calls are wages of 2 fire staff, fuel for trucks and maintenance, in addition to the conflict with needed resources should an actual emergency occur elsewhere in the Town.

As such, Administration is proposing the establishment of fees as presented.

Fire Calls

Insurance companies include fire suppression response in home insurance policies. The cost generated at these calls can be in the thousands of dollars. The proposed cost recovery fees, if implemented, will provide a process to offset departmental operational cost, and replacement cost of trucks and equipment (capital).

As such, Administration is proposing the establishment of fees as presented.

DISCUSSION

FIRE & EMERGENCY SERVICES (continued)

Summary

The cost recovery fees, as presented, will reduce the burden on the municipal taxpayer by transferring the cost associated with calls for service to the end user, rather than residents as a whole. It is the intention of the department not to tax every person interacted with, but rather set a fair user-base system that currently exists in many municipalities in the Province.

OTHER ALTERNATIVES CONSIDERED

Option A: Status Quo

Leaving the fees at the current rates will result in larger budget deficits given the financial pressures faced by the Town in both operating and capital costs.

Option B: Adjust with an Overall CPI 4.7 % Increase (3-year average)

Applying a 4.7% increase to all user fees and charges is not the recommended option. Further to the justifications made in the rationales surrounding the proposed user fees and charges, most of the increases proposed to existing fees and charges are well above CPI to reflect those rationales. The proposed new fees and charges were reviewed by staff adjacent to certain fees and charges established in the last 12 months from other municipalities that have paid for consultants to perform market cost analyses.

FINANCIAL CONSIDERATIONS

Administration notes that by adopting the proposed changes to the Town's User Fees and Charges, that the gap between service delivery and actual cost to offer services and run programs will aid in minimizing impacts to the tax levy.

ALIGNMENT TO CORPORATE STRATEGIC PLAN

Priorities:

- Service Excellence
- Sustainable Core Services
- Current Council's Operational Aims



ALIGNMENT TO CORPORATE STRATEGIC PLAN (CONTINUED)

Action(s):

Service Excellence

- Develop long-term financial plans and budgets to ensure financial sustainability and value for money.

Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.

Council Operational Aim(s):

Service Excellence

Financial Sustainability

- Long-term financial plans and budgets aligned with the Corporation's vision and mission Increased and diversified revenue streams.

Sustainable Core Services

Core Services

- Prioritization of budget allocations and resource distribution to bolster core services that directly impact residents' well-being.

Governance

- Clear, fair, and consistent regulations and policies governing municipal operations.
- Regular communication with residents to explain governance structures, processes, and decisions.

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

Updates to the Town's User Fees and Charges are based on administrative review and approved policy changes. Professional judgment and local economic factors relating to service delivery have been considered in keeping schedules current.

Prior to approvals taking place, a Public Meeting will be held. This ensures the process for establishing user fees is transparent and reasonable.

CONCLUSION (CONTINUED)

The proposed changes enable the municipality to continue to provide residents, users, and the business community with the services they expect from the Town.

Keeping the User Fees and Charges current is in keeping with the various priorities, actions and operational aims noted in the 2024-2026 Corporate Strategic Plan and Beyond.

If so directed, the proposed updates to the fee schedules and by-laws will be presented for three readings at the same meeting that the 2024 Town Budget is presented for passage.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Public Works: Roads Foreman; Coordinator, Environmental Services

Community Services: Parks, Recreation, and Cemetery Supervisor; Supervisor, Museum Services; Manager of Parks, Recreation and Building Services; Supervisor, Administrative Services; Supervisor, Aquatic and Recreation Services; Activity Coordinator

Fire & Emergency Services: Fulltime Firefighters

Development & Enterprise Services: Chief Building Official In-Training; Acting Planning Administrator; Contractor – Animal Control

Corporate Services: Deputy Clerk/Lottery Licensing Officer; Records Management Clerk

Public Consultation: Advertisement of a Public Meeting being held on Tuesday, April 4, 2024, will be provided in accordance with the Town's Notice By-Law on the official Town of Kirkland Lake Website, through social media outlets, and through radio.

ATTACHMENTS

Attachment 1 – Proposed Schedule A - CORP (Clerks Office)

Attachment 2 – Proposed Schedule B - CORP (Treasury)

Attachment 3 – Proposed Schedule C - CS (Museum)

Attachment 4 – Proposed Schedule D - CS (Recreation)

Attachment 5 – Proposed 2024 Cemetery Schedule of Fees and Charges

Attachment 6 – Proposed Schedule E - DEV (Planning)

Attachment 7 – Proposed Schedule F - DEV (Building)

ATTACHMENTS (CONTINUED)

Attachment 8 – Proposed New Schedule J - (Animal Control)

Attachment 9 – Proposed Schedule G – PW (Equipment Rates)

Attachment 10 – Proposed Schedule H – PW (Waste Management)

Attachment 11 – Proposed Schedule I – PW (Airport)

Attachment 12 – Current FES Schedule of Fees and Charges

Attachment 13 – Proposed 2024 FES Schedule of Fees and Charges



SCHEDULE 'A' TO BY-LAW 24-0xx

Corporate Services Department - Clerk's Office

Fee Description	Rates	Proposed 2024 Rate Changes	
		Resident	Non-Resident
Meeting Room Rentals (excludes charitable organizations)			
Council Chambers (per hour)	\$50.00	\$50.00	\$60.00
Main Floor Boardroom (per hour)	\$30.00	\$30.00	\$36.00
Certifying & Commissioning Services			
Certification of Documents (non-municipal) - per visit	\$ 20.00	\$ 20.00	\$ 24.00
Commissioning of Documents (non-municipal) - per visit	\$ 20.00	\$ 20.00	\$ 24.00
Alcohol and Gaming Commission of Ontario (AGCO) and Liquor Control Board of Ontario (LCBO) Approvals			
Liquor Licence Municipal Information Form	\$20.00		
Extension of Existing Liquor Licence /Letter of Non-Objection	\$20.00		
Significant Event Status Resolution (not in conjunction with Special Event Permit)	\$35.00		
By-the-Glass Letter of Support	\$35.00		
Requests for Information			
Access/Correction Request Application Fee*	\$5.00		
Search Time (per 15 minutes)*	\$7.50		
Preparation of Records for Disclosure (per 15 minutes)*	\$7.50		
Preparation of Records for Disclosure (per page)*	\$0.20		
Photocopies - 8 1/2 x 11 or 11 1/2 x 14 (per page)*	\$0.20		
Plotter Photocopying - 18x24, 24x36, 36x48, 42x60 (per page)	actual cost		
Encrypted USB - max size 32 GB (per device)	\$10.00		
*fee established by Legislation			
Research Fee (per 15 minutes of research/response time)	\$10.00	\$10.00	\$12.00
Burial Permits (Death Registrations)			
Death Registrations - per Registration (including out of Town Registrations)	\$30.00		
Death Registrations - per Registration for in-Town Indigent or Unclaimed persons	no cost		
Death Registration Surcharge after regular business hours (Surcharge payable to Division Registrar, or designate on call)	\$30.00		
Business Licencing			
Hawker & Peddler Licence - First Application	\$ 5,000.00		
Hawker & Peddler Licence - Subsequent Application	\$ 1,000.00		
Mobile Refreshment Vehicle Licence	\$ 1,000.00		
Food Cart Licence	\$ 250.00		
Lottery Licencing			
Lottery Licence - Raffle	3% of Prize Value		
Lottery Licence - Break Open Tickets (Nevadas)	3% of Prize Value		
Lottery Licence - Bingo (per session)	\$ 83.00		\$ 99.00
Marriage Licencing & Civil Ceremony Fees			
Marriage Licence (per licence)	\$ 125.00	\$ 150.00	\$ 180.00
Civil Marriage - Ceremony (\$100 non-refundable deposit)	\$ 250.00	\$ 300.00	\$ 360.00
Civil Marriage - Rehearsal Attendance	\$ 50.00	\$ 60.00	\$ 72.00
Civil Marriage - Out of Town Travel within 100km (total trip)	\$60.00	\$0.61 per kilometer	\$0.61 per kilometer
Civil Marriage - Out of Town Travel over 100km (total trip) - REMOVE	\$110.00		



SCHEDULE 'B' TO BY-LAW 24-0xx

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Corporate Services Department - Treasury Division

Fee Description	Curent Rates	Proposed 2024 Rate Changes
NSF Cheques	\$40.00	
Tax Certificates	\$ 70.00	
Tax/Water Letter (Confirmation of Records)	\$ 10.00	
Tax Registration for Vacant and Improved Land	\$ 1000.00	



SCHEDULE 'C' TO BY-LAW 24-0xx

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Community Services Department - Museum Division

Disclaimer: The Department of Community Services may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in the User Fees guide. The fees set for these programs are based on the actual cost to provide them to the community and therefore fluctuate somewhat on an ongoing basis. Fees for these programs will be published on the Municipal Website, or social media sites in advance of the program.

Fee Description	Current Rate	Proposed 2024 Rate Changes
Admission		
Adults	\$6.10	
Seniors (65+)	\$4.10	
Students (must present valid school ID, 10 students = 1 Teacher Free)	\$4.10	
Children (5 & under)	no cost	
Family Rate (min. 4 people in family)	\$15.30	
Group rate -per person (5 people and above)	\$4.10	
Museum Passes Adult (10)	\$48.80	
Museum Passes Senior/Student (10)	\$32.80	
Museum Passes Family - Four People (10) (Totals 40 admissions)	\$122.40	
Admission to Opening Reception	by donation	
Activity & Programming Fee (per student - covers admission, programming, crafts, activities, etc)	\$8.15	
Memberships		
Single	\$35.00	
Family/Groups of Four	\$50.00	
Senior	\$25.00	
Senior Couple	\$35.00	
Student (must present valid school ID)	\$25.00	
Group (up to 20 people / at one time)	\$85.00	
Business (for 20 people and over)	\$145.00	
NOTE: Museum Members receive a 20% discount on select Activities and Programs		
GOLD Pass Membership		
Includes:		
Free admission and access to Gallery Openings		
10% Discounts in Gift Shop		
10-15% off Room Rental(s)		
Email Updates on Exhibits, Events & Projects		
Early access to special event and activities (craft/book sales, etc.)		
Free Passes to the Museum (# based on Membership Category)		
20% off ticket price for select activities and programs		
Research & Retail Services		
Research Fee (per 1/2 hour - 1st 1/2 hour is free)	\$25.50	
Digital Reproductions - Offsite Credit/Debit Transactions (minimum \$ - up to 3 images)	\$10.00	
Digital Reproductions - Onsite Credit/Debit Transactions (per image)	\$3.10	
Digital Reproductions - CD/USB/Email (proof sent with watermark)	at cost	
Admin fee for Offsite Digital Reproductions (materials billed at cost)	\$10.00	
Digital Scanning Services (min. 2 week timeline for completion)		
Price per photograph/slide/negative	\$0.50	
Up to 100 photos/negatives/slides (\$0.40/ea)	\$40.00	
Up to 250 photos/negatives/slides (\$0.34/ea)	\$85.00	
Up to 500 photos/negatives/slides (\$0.29/ea)	\$145.00	
Up to 1000 photos/negatives/slides (\$0.20/ea)	\$200.00	
Up to 1500 photos/negatives/slides (\$0.18/ea)	\$265.00	
Price per strip negative:		
as a whole - not cropped	\$0.50	

Fee Description	Current Rate	Proposed 2024 Rate Changes
with images scanned individually - price per image	\$0.50	
Rush Service (min. 4 days - excludes scanning costs)	\$40.00	
Bring Your Own USB	no additional cost	
Commemorative KL100 Gold Bar USB 16GB	\$20.00	
Shipping & Handling (freight and materials)	at cost	
Printing Services		
Computer/Photocopy Printouts without rental (Black & White)	\$0.25	
Computer/Photocopy Printouts with rental (Black & White)	\$0.20	
Computer/Photocopy Printouts with rental (Colour)	\$0.35	
Computer/Photocopy Printouts without rental (Colour)	\$0.45	
Rentals		
Full Day Rentals - Up to 10 hours		
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$752.00	\$782.08
Gallery	\$303.00	\$315.12
Billiard Room	\$272.00	\$282.88
Gallery & Billiard Room	\$415.00	\$431.60
Music Room	\$207.00	\$215.28
Half Day Rentals - 5 hours or less		
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$555.00	\$577.20
Gallery	\$222.00	\$230.88
Billiard Room	\$192.00	\$199.68
Gallery and Billiard Room	\$309.00	\$321.36
Music Room	\$146.00	\$151.84
Workshop Rentals		
Full Day Classroom Style, Tables & Chairs only	\$151.00	\$157.04
Two Full Days Classroom Style, Tables & Chairs only	\$227.00	\$236.08
Other Room Rental Fees (incl. Packages, Surcharges and Subsidies)		
Dining Room & Parlour After Hours Rental (incl. Dining Room & Parlour and Kitchen Use)	\$106.00	\$110.24
Dining Room & Parlour Party Package (includes Dining Room & Parlour and Kitchen Use)	\$156.00	\$162.24
Opening Reception - Sunday Fee Only (max. 4 hours, including prep & clean up)	\$85.50	\$88.92
Kitchen Rental Only (Full service incl. the use of preparation spaces and dishwasher)	\$18.50	\$19.24
Grounds Rental Only	\$60.00	\$62.40
Statutory Holiday Rate	Additional 25%	
After Hours Flat Rate Surcharge (for rentals past 10:00 PM)	\$50.00	\$52.00
Non-Profit Group Room Rental Fee Rate (excludes packages)	25% off	
Bereavement Pricing (funerals, wakes, celebration of life)	20% off	
Cleaning Fees		
For Dining Room and Parlour	\$25.00	\$28.50
For Billiard Room <u>or</u> Gallery	\$35.00	\$40.00
For Billiard Room <u>and</u> Gallery	\$45.00	\$50.00
Conference Catering - Breaks		
Food, beverages, packaging supplies or other items organized by Museum Staff	20% above cost price	
Popcorn/Candy Bags/Chocolate Bars - per serving	\$1.77	\$2.00
Food & Beverage Fees		
Catering Fee (billed post-rental if kitchen does not pass staff inspection)	\$106.00	\$110.24
Coffee & Tea (12 cup pot of each, includes milk, cream, sugar, napkins)	\$8.50	\$9.00
Small Coffee/Tea Urn - per pot	\$25.00	\$28.00
100 cup coffee/tea urn - per pot	\$51.00	\$54.00
Bottle or Cans of Pop/Juice	1.50	\$2.00
2L Bottle of Pop	at cost	

Fee Description	Current Rate	Proposed 2024 Rate Changes
Juice in Jug	\$2.50	\$3.00
Miscellaneous Rental & User Fees		
A/V Equipment Use (incl. overhead projector, screen, microphone, TV/DVD/VCR, Laptop, Podium)	\$25.00	
Development of Promotional Materials - per hour (incl. poster design, social media advertising, 5 free posters)	\$25.50	
Interior Photo Session (2 hours) (no refunds)	\$65.00	\$68.00
Place Settings - per person (incl. cutlery, wine glasses, dinner/dessert plates, bowls, coffee mugs)	\$1.75	\$1.85
Square Overlay	\$3.50	\$3.65
Tablecloths (medium rectangular)	\$9.00	\$9.35
Tablecloths (round or large rectangular)	\$11.00	\$11.45
Events and Activities		
Harry's Hoodlums Day Camp		
Per Child	\$30.00	\$35.00
Member's Rate		\$28.00
1 Child for 2 days or 2 Children for 1 day REMOVE	\$55.00	
1 Child for 3 days or 3 Children for 1 day REMOVE	\$80.00	
1 Child for 4 days or 4 Children for 1 day REMOVE	\$100.00	
Night at the Museum - Mini Camps	\$15.00	\$18.00
NEW! Member's Rate		\$14.40
Easter Egg Hunt	\$10.00	\$15.00
NEW! Member's Rate		\$12.00
Arts & Crafts Fair		
Friday & Saturday Rate	\$50.00	
Saturday Rate Only	\$30.00	
Donations		
In Memoriam Donation (names to be added to plaquest at front of Museum - tax deductible receipt issued)	min \$25.00	\$50.00
Adopt an Artifact Program (donors receive artifact package - tax deductible receipt issued)	\$100.00	



SCHEDULE 'A' TO BY-LAW 24-0xx

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Community Services Department - Recreation Division

Disclaimer: The Community Services Department may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in these User Fees. Those associated fees will be published on the Town of Kirkland Lake's Official Website, and/or social media platforms in advance of the program/programming.

Seniors: 60 years of age + qualify for Senior Rate.

Family: A family is up to two primary caregivers and their children living in the same household.

Students: A valid student card may be required as proof to qualify for the Student Rate.

Proof of Insurance: User Group/Renter MUST provide Proof of Insurance; Insurance can be purchased through the Town, if required.

Insurance Rates: Set by Town's Insurance Agent and based on event type and attendees.

Staff Costs: Charged back to the User Group/Renter at actual wage plus benefits.

Non-Resident: A 20% surcharge is added for individuals who do not pay taxes directly to the Town of Kirkland Lake (this applies to memberships, programs, and rentals).

Prime Time Hours:

Monday to Friday 3:00 PM to close

All Saturdays & Sundays

All School Breaks & Statutory Holidays (when open)

POOL				
Fee Description	Current Rates		Proposed 2024 Rate Changes	
	Resident	Non-Resident	Resident	Non-Resident
1 Month				
Student (1 Month)	\$31.25	\$37.50	\$38.27	\$45.92
Senior (1 Month)	\$35.44	\$42.53	\$38.27	\$45.92
Adult (1 Month)	\$47.25	\$56.70	\$51.03	\$61.24
Family (1 Month)	\$100.17	\$120.20	\$108.18	\$129.82
3 Month				
Student (3 Month)	\$75.01	\$90.01	\$91.85	\$110.22
Senior (3 Month)	\$85.05	\$102.06	\$91.85	\$110.22
Adult (3 Month)	\$113.40	\$136.08	\$122.47	\$146.96
Family (3 Month)	\$240.40	\$288.48	\$259.64	\$311.57
1 Year				
Student (1 Year)	\$210.02	\$252.02	\$275.56	\$330.67
Senior (1 Year)	\$238.14	\$285.77	\$275.56	\$330.67
Adult (1 Year)	\$317.52	\$381.02	\$367.41	\$440.89
Family (1 Year)	\$673.14	\$807.77	\$681.61	\$817.93

POOL (Continued)				
Fee Description	Current Rates		Proposed 2024 Rate Changes	
Day Rate				
Student (Day Rate)	\$4.42		\$4.65	
Senior (Day Rate)	\$4.42		\$4.65	
Adult (Day Rate)	\$5.75		\$5.97	
Family (Day Rate)	\$15.49		\$15.93	
Child- Age 2 and Under (Day Rate)	FREE			
SWIM PASSES	Resident	Non-Resident	Resident	Non-Resident
Student Passes (12)	\$ 44.20	\$53.04	\$ 46.50	REMOVE
Senior Passes (12)	\$ 44.20	\$53.04	\$ 46.50	REMOVE
Adult Passes (12)	\$ 57.50	\$69.00	\$ 59.70	REMOVE
Family Passes (12)	\$ 154.90	\$185.88	\$ 159.30	REMOVE

FITNESS				
Fee Description	Current Rates		Proposed 2024 Rate Changes	
1 Month	Resident	Non-Resident	Resident	Non-Resident
Student	\$44.78	\$53.74	\$47.49	\$56.99
Senior	\$47.49	\$56.99	\$47.49	\$56.99
Adult	\$63.32	\$75.98	\$63.32	\$75.98
Family	\$134.24	\$161.09	\$134.24	\$161.09
3 Month	Resident	Non-Resident	Resident	Non-Resident
Student	\$107.46	\$128.95	\$113.98	\$136.78
Senior	\$113.98	\$136.78	\$113.98	\$136.78
Adult	\$151.97	\$182.36	\$151.97	\$182.36
Family	\$322.18	\$386.62	\$322.18	\$386.62
1 Year	Resident	Non-Resident	Resident	Non-Resident
Student	\$300.89	\$361.07	\$341.93	\$410.32
Senior	\$319.14	\$382.97	\$341.93	\$410.32
Adult	\$425.52	\$510.62	\$455.91	\$547.09
Family	\$902.10	\$1,082.52	\$930.06	\$1,116.07
Fitness Day Rate	Current Rate		Proposed 2024 Rate Changes	
Student (14+)		\$6.64		\$7.30
Senior		\$7.08		\$7.30
Adult		\$9.29		\$9.73

GYM PASSES				
Fee Description	Current Rates		Proposed 2024 Rate Changes	
	Resident	Non-Resident	Resident	Non-Resident
Student Passes (12)	\$66.40	\$79.68	\$73.00	
Senior Passes (12)	\$70.80	\$84.96	\$73.00	
Adult Passes (12)	\$92.90	\$111.48	\$97.30	
Christmas Special - Student Fitness	\$30.00	\$36.00		
Summer Special - Student Fitness (buy 3 months get 1 month free)	\$107.46	\$128.95	\$113.98	\$136.78
SQUASH			Proposed 2024 Rate Changes	
		Current Rates		
Student / Senior (Day Rate)		\$1.77		
Adult (Day Rate)		\$1.77		
COMPLEX			Proposed 2024 Rate Changes	
		Current Rates		
1 Month	Resident	Non-Resident	Resident	Non-Resident
Student	\$57.15	\$68.58	\$64.32	\$77.18
Senior	\$62.20	\$74.64	\$64.32	\$77.18
Adult	\$82.93	\$99.52	\$85.76	\$102.91
Family	\$175.81	\$210.97	\$181.81	\$218.17
3 Month	Resident	Non-Resident	Resident	Non-Resident
Student	\$137.15	\$164.58	\$154.37	\$185.24
Senior	\$149.27	\$179.12	\$154.37	\$185.24
Adult	\$199.03	\$238.84	\$205.82	\$246.98
Family	\$421.94	\$506.33	\$436.34	\$523.61
6 Month (includes fitness classes)	Resident	Non-Resident	Resident	Non-Resident
Student	\$334.81	\$401.77	\$406.34	\$487.61
Senior	\$370.85	\$445.02	\$406.34	\$487.61
Adult	\$494.47	\$593.36	\$541.79	\$650.15
Family	\$1,048.28	\$1,257.94	\$1,105.25	\$1,326.30
1 Year (includes fitness classes)	Resident	Non-Resident	Resident	Non-Resident
Student	\$478.30	\$573.96	\$580.49	\$696.59
Senior	\$529.79	\$635.75	\$580.49	\$696.59
Adult	\$706.38	\$847.66	\$773.98	\$928.78
Family	\$1,497.53	\$1,797.04	\$1,578.92	\$1,894.70

FITNESS PROGRAMMING

Fee Description		Current Rates		Proposed 2024 Rate Changes	
FITNESS CLASSES					
		Resident	Non-Resident	Resident	Non-Resident
30 Minute Class - by session		\$5.25	\$5.50	\$5.75	\$6.90
45 - 60 Minute Class - by session		\$7.50	\$9.00	\$8.25	\$9.90
Pay as you go class (30 minute)		\$7.97	\$9.56	\$8.63	\$10.36
Pay as you go class (45 - 60 minute)		\$10.18	\$12.22	\$12.38	\$14.86
Fitness Class Passes (12) - (30 minute)		\$79.80	\$95.76	\$86.63	\$103.96
Fitness Class Passes (12) - (45 - 60 minute)		\$101.80	\$122.16	\$123.80	\$148.56
Private Fitness Class (45 - 60 minute)		\$60.00	\$72.00	\$65.00	\$78.00
Private Aquatic Fitness Class (45 - 60 minute - 30 ppl or less)		\$95.00	\$114.00	\$110.00	\$132.00
1:1 PERSONAL TRAINING		Current Rates		Proposed 2024 Rate Changes	
		Resident	Non-Resident	Resident	Non-Resident
1 hour (member)		\$32.00	\$38.40	\$44.53	\$53.44
1 hour (non-member)		\$40.00	\$48.00	\$55.66	\$66.79
3 hours (member)		\$86.00	\$103.20	\$113.55	\$136.26
3 hours (non-member)		\$108.00	\$129.60	\$141.94	\$170.33
6 hours (member)		\$155.00	\$186.00	\$193.08	\$231.70
6 hours (non-member)		\$194.00	\$232.80	\$241.35	\$289.62
2:1 PERSONAL TRAINING		Current Rates		Proposed 2024 Rate Changes	
		Resident	Non-Resident	Resident	Non-Resident
1 hour (member)		\$24.00	\$28.80	\$27.83	\$33.40
1 hour (non-member)		\$30.00	\$36.00	\$34.79	\$41.75
3 hours (member)		\$65.00	\$78.00	\$70.97	\$85.16
3 hours (non-member)		\$81.00	\$97.20	\$88.71	\$106.45
6 hours (member)		\$116.00	\$139.20	\$120.65	\$144.78
6 hours (non-member)		\$145.00	\$174.00	\$150.81	\$180.97
SMALL GROUP TRAINING (3 - 5 INDIVIDUALS)		Current Rates		Proposed 2024 Rate Changes	
		Resident	Non-Resident	Resident	Non-Resident
1 hour (member)		\$14.00	\$16.80	\$19.30	\$23.16
NEW! 1 hour (non-member)				\$24.13	\$28.96
3 hours (member)		\$38.00	\$45.60	\$49.21	\$59.05
NEW! 3 hours (non-member)				\$61.51	\$73.81
6 hours (member)		\$68.00	\$81.60	\$83.65	\$100.38
NEW! 6 hours (non-member)				\$104.56	\$125.47

AQUATIC PROGRAMMING				
Fee Description	Current Rates		Proposed 2024 Rate Changes	
SWIM LESSONS				
	Resident	Non-Resident	Resident	Non-Resident
9 Lessons				
30 minutes	\$60.00	\$72.00	\$69.00	\$82.80
45 minutes	\$85.00	\$102.00	\$95.00	\$114.00
Swim Patrol	\$90.00	\$108.00	\$100.00	\$120.00
Private Swim Lessons - 5 classes	\$105.00	\$126.00	\$125.00	\$150.00
Semi-Private Lessons - 5 classes	\$75.00	\$90.00	\$80.00	\$96.00
Bronze Star	\$76.47	\$91.76	\$78.00	\$93.60
Exam Fee	\$15.00			
Bronze Medallion & E.F.A.	\$ 79.07	\$94.88	\$ 80.65	\$96.78
Exam Fee	\$40.00		\$42.50	
Canadian Lifesaving Manual + Br Med Workbook	\$56.00		\$57.00	
Bronze Cross & S.F.A.	\$ 112.36	\$134.83	\$ 114.61	\$137.53
Exam Fee	\$50.00		\$52.50	
Canadian First Aid Manual+ Bronze Cross Workbook	\$25.00		\$26.00	
NLS Course	\$ 244.49	\$293.39	\$ 249.38	\$299.26
NLS Recert	\$ 60.73	\$72.88	\$ 61.94	\$74.33
Instructor Course	\$ 244.49	\$293.39	\$ 249.38	\$299.26
POOL RENTALS				
	Resident	Non-Resident	Resident	Non-Resident
Regular Groups - 1 hour (both pools incl. slide - less than 30)	\$161.44	\$193.73	\$175.58	\$210.70
Regular Groups - 1 hour (both pools incl. slide - 30 - 60 ppl)	\$198.88	\$238.66	\$208.84	\$250.61
Regular Groups - 1 hour (both pools no slide - less than 30)	\$117.07	\$140.48	\$132.28	\$158.74
Regular Groups - 1 hour (1 pool no slide - less than 30)	\$98.35	\$118.02	\$104.10	\$124.92
Cost of slide, on top of hourly pool rental	\$41.60	\$49.92	\$43.30	\$51.96
Non Prime - 20% less of regular group rental rate				
Swim Club	\$72.30	\$86.76		
Additional Guard		actual staffing cost		
POOL BIRTHDAY PARTIES				
	Resident	Non-Resident	Resident	Non-Resident
ALL POOLS INCLUDING SLIDE				
12 people or less	\$238.61	\$286.33	\$243.38	\$292.06
13-18 people	\$253.17	\$303.80	\$258.23	\$309.88
19-24 people	\$267.73	\$321.27	\$273.08	\$327.70

AQUATIC PROGRAMMING (continued)

POOL BIRTHDAY PARTIES			Proposed 2024 Rate Changes	
	Current Rates			
ALL POOLS INCLUDING SLIDE	Resident	Non-Resident	Resident	Non-Resident
25-30 people	\$282.29	\$338.74	\$287.94	\$345.52
31-40 people	\$296.85	\$356.22	\$302.79	\$363.34
1 POOL INCLUDING SLIDE	Resident	Non-Resident	Resident	Non-Resident
12 people or less	\$224.37	\$269.24	\$228.86	\$274.63
13-18 people	\$238.93	\$286.72	\$243.71	\$292.45
19-24 people	\$253.49	\$304.19	\$258.56	\$310.27
25-30 people	\$268.05	\$321.66	\$273.41	\$328.09
31-40 people	\$282.61	\$339.13	\$288.26	\$345.91
1 POOL - NO SLIDE	Resident	Non-Resident	Resident	Non-Resident
12 people or less	\$182.77	\$219.32	\$186.43	\$223.71
13-18 people	\$197.33	\$236.80	\$201.28	\$241.53
19-24 people	\$211.89	\$254.27	\$216.13	\$259.35
25-30 people	\$226.45	\$271.74	\$230.98	\$277.17
31-40 people	\$241.01	\$289.21	\$245.83	\$295.00

ARENA PROGRAMMING

Fee Description	Current Rates		Proposed 2024 Rate Changes	
	Resident	Non-Resident	Resident	Non-Resident
ARENA RENTAL RATES				
Prime Time - Adult	\$143.38	\$172.06	\$149.12	\$178.94
Prime Time - Student	\$107.54	\$129.05	\$119.30	\$143.15
Non Prime - Adult (20% discount)	\$114.70	\$137.65	\$119.29	\$143.15
Non Prime - Student (20% discount)	\$86.03	\$103.24	\$95.43	\$114.52
Last Minute Ice - Adult (50% discount of prime)	\$71.69	\$86.03	\$74.56	\$89.47
Last Minute Ice - Student (50% discount of prime)	\$53.77	\$64.52	\$59.65	\$71.58
Pick-up Hockey	\$7.08	\$8.50	\$7.36	
Pick-up Hockey Passes (12)	\$70.80	\$84.96	\$73.60	
Public Tweenie Skate	\$1.77			\$3.54
Family Sticks and Pucks - 2 Individuals	\$7.52			\$7.82
Family Sticks and Pucks - 3 or more individuals	\$8.85			\$9.20
ICE BIRTHDAY PARTIES				
	Resident	Non-Resident	Resident	Non-Resident
12 people or less	\$191.94	\$230.33	\$195.78	\$234.94
13-18 people	\$206.22	\$247.46	\$210.34	\$252.41
19-24 people	\$220.50	\$264.60	\$224.91	\$269.89
25-30 people	\$234.78	\$281.74	\$239.48	\$287.38
31-40 people	\$249.06	\$298.87	\$254.04	\$304.85
STORAGE ROOM RENTAL				
	Resident	Non-Resident	Resident	Non-Resident
Youth per square foot	\$4.69	\$5.63	\$4.92	\$5.90
Adult per square foot	\$6.25	\$7.50	\$6.56	\$7.87
Arena Storage Lockers	\$100.00	\$120.00	\$125.00	\$150.00

ARENA FLOOR RENTAL RATES		Current Rates			
Fee Description	Current Rates		Proposed 2024 Rate Changes		
	Resident	Non-Resident	Resident	Non-Resident	
STORAGE ROOM RENTAL					
Non-Profit Charitable Group	\$ 259.55	\$311.46	\$264.74	\$317.69	
	(+ set up + clean up + staff)				
Local Commercial or Pubs - Ticketed Event	\$ 893.18	\$1,071.82	\$911.04	\$1,093.25	
	(+ set up + clean up + staff)				
Out-of-Town Commercial Use (Circus, etc.)		\$1,839.96		\$1,876.76	
	(+ set up + clean up + staff)				
BALL HOCKEY					
Adults	\$53.50	\$64.20	\$57.25	\$68.70	
Students	\$40.00	\$48.00	\$45.80	\$54.96	
League Fee (individual rate)			\$40.00		

FACILITY USE & PROGRAMMING

Fee Description	Current Rates		Proposed 2024 Rate Changes	
	LOCKER RENTALS			
	Resident	Non-Resident	Resident	Non-Resident
3 Months - Lobby Change Rooms	\$50.00	\$60.00	\$51.00	\$61.20
1 Year - Lobby Change Rooms	\$100.00	\$120.00	\$102.00	\$122.40
3 Months - Aquatic Centre Change Rooms	\$60.00	\$72.00	\$61.20	\$73.44
1 Year - Aquatic Centre Change Rooms	\$120.00	\$144.00	\$122.40	\$146.88
COMMERCIAL BUSINESS				
	Resident	Non-Resident	Resident	Non-Resident
Per hour (+ clean up)	\$50.00	\$60.00		
Per day (+ clean up)	\$125.00	\$150.00		
ROOM RENTAL (Blue Line, Arts & Crafts, Board Room, Lobby)				
	Resident	Non-Resident	Resident	Non-Resident
Per hour (+ clean up)	\$50.00	\$60.00	\$51.25	\$61.50
Per day (+ clean up)	\$125.00	\$150.00	\$128.13	\$153.76
Wooden Chair Rental	\$1.00	\$1.20		
Local Service Club Meetings (non-profit)	\$25.00	\$30.00		
DAY CAMP				
	Resident	Non-Resident	Resident	Non-Resident
1 child	\$140.00	\$168.00	\$150.00	\$180.00
DAY RATE	Resident	Non-Resident	Resident	Non-Resident
1 child	\$37.00	\$44.40	\$42.00	\$50.40
Half Day	\$20.00	\$24.00	\$25.00	\$30.00
Splash & Swim Days	\$30.00	\$36.00	\$35.00	\$42.00

PARK USE AND PROGRAMMING

Fee Description	Current Rates		Proposed 2024 Rate Changes	
	Resident	Non-Resident	Resident	Non-Resident
CIVIC PARK				
Non-Profit Charitable Group (cost to public)	\$259.55	\$311.46	\$264.74	\$317.69
	(+ set up + clean up + staff)			
Non-Profit Charitable Group (free to public)	Actual			
	(+ set up + clean up + staff)			
Local Commercial or Pubs - Ticketed Event	\$893.18	\$1,071.82	\$911.04	\$1,093.25
	(+ set up + clean up + staff)			
Private Event (commercial or non-commercial)	Actual			
	(+ set up + clean up + staff)			
Per Hour	\$100.00	\$120.00	\$102.00	\$122.40
Per Day	\$450.00	\$540.00	\$459.00	\$550.80
BASEBALL FIELD (PER GAME)				
	Resident	Non-Resident	Resident	Non-Resident
Adult	\$51.66	\$61.99	\$52.69	\$63.23
Youth	\$38.75	\$46.50	\$39.53	\$47.44
TKL Slo-Pitch League (Team rate / 8 week season)	\$318.58	\$382.30	\$331.86	\$398.23
Youth Ball League (Individual rate / 6 week season)	\$30.00	\$36.00	\$35.00	\$42.00

PARK USE AND PROGRAMMING (continued)

Fee Description	Current Rates		Proposed 2024 Rate Changes	
	Resident	Non-Resident	Resident	Non-Resident
PAVILLION (No Ice / Per Hour)				
	Resident	Non-Resident	Resident	Non-Resident
Adult	\$34.80	\$41.76		
Student	\$26.10	\$31.32		
CIVIC ICE (Per Hour)				
	Resident	Non-Resident	Resident	Non-Resident
Adult	\$53.77	\$64.52	\$59.65	\$71.58
Student	\$40.33	\$48.40	\$47.72	\$57.26
MULTI-PURPOSE COURT (Per Hour)				
	Resident	Non-Resident	Resident	Non-Resident
Adult	\$34.80	\$41.76		
Student	\$26.10	\$31.32		
BEACH VOLLEYBALL COURT (Per Hour)				
	Resident	Non-Resident	Resident	Non-Resident
Adult	\$34.80	\$41.76		
Student	\$26.10	\$31.32		
CIVIC KITCHEN				
	Resident	Non-Resident	Resident	Non-Resident
Per hour Three hour use (+ set up + clean up + staff)	\$34.80	\$41.76	\$30.00	\$36.00
Per day (+ set up + clean up + staff)	\$87.00	\$104.40	REMOVE	REMOVE
VENDORS (Any Location)				
	Resident	Non-Resident	Resident	Non-Resident
Seasonal Vendor (12' Frontage)	\$185.88	\$223.06	\$193.32	\$231.98
NEW! Seasonal Vendor - Per Additional Foot of Frontage			\$12.08	\$14.50
Per Week (6' Frontage)	\$15.49	\$18.59	\$14.87	\$18.59
NEW! Weekly Vendor - Per Additional Foot of Frontage			\$1.42	\$1.77
NEW! Weekly Vendor - Outside Pavilion (12' Frontage)			\$11.15	\$13.94
NEW! Vendor Last Minute Cancellation or 'No Show' Fee			50% of Weekly Rate	
Electricity Usage (Seasonal)	\$35.36	\$42.43		
Electricity Usage (Weekly)	\$4.42	\$5.30		
6' Table Rental for KLFAM (Weekly)	\$4.42	\$5.31		
Kitchen Rental + Vendor Fee for KLFAM (Weekly)	\$8.84	\$10.61	\$19.65	\$24.56

PARK USE AND PROGRAMMING (continued)

Fee Description		Current Rate	Proposed 2024 Rate Changes		
MEMORIAL BENCH					
As per location availability		\$1,769.91			
Fee Description		Current Rate	Proposed 2024 Rate Changes		
NEW ! ADVERTISING IN PROGRAM GUIDE					
			User Group	Non-Profit Non-User	
NEW! Half page			\$90.00	\$130.00	
NEW! Full page			\$150.00	\$225.00	
NEW! OUTDOOR RECREATION					
Fee Description		Current Rates		Proposed 2024 Rate Changes	
NEW ! SKI & SNOWSHOE RENTALS					
		Resident	Non-Resident	Resident	Non-Resident
NEW! 3-Hour Rental					
	Per Person			\$1.77	
	Per Family			\$4.42	



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Kirkland Lake Cemetery

operating as

Town of Kirkland Lake

3 Kirkland Street West,
Kirkland Lake, ON P2N 3P4
Tel: (705) 642-3378
Website: www.kirklandlake.ca

Cemetery Operator Licence # CM – 3304570

Person in Charge of Day-to-Day Operations:

Dave Pearce, **Parks, Recreation, and Cemetery Supervisor**
Email: Dave.Pearce@tkl.ca

PRICE LIST

Proposed Effective date: July 1, 2024

Unless otherwise specified, prices shown do NOT include applicable HST.

The following format and content of the price list has been stipulated by the Bereavement Authority of Ontario and is required to be posted by all bereavement licensees.

INTERMENT AND SCATTERING RIGHTS

Interment right prices listed below include a non-refundable contribution to the Cemetery's Care and Maintenance Fund.* The prices listed below do not include the opening and closing of the grave, niche or crypt ("interment fee"), memorialization costs (flat marker, upright monument, etc.) and associated installation fees.

Resident Fees

In-ground burials

Adult Grave (3' x 8').....	\$675.00 <u>735.00</u>
Child Grave (3' x 3').....	\$237.00
Infant Grave	\$110.00
Cremation Grave	\$336.00 <u>366.00</u>

Niches

Columbarium Niche Level E	\$1650.00
Columbarium Niche Level D	\$1854.00
Columbarium Niche Level C	\$1854.00
Columbarium Niche Level B	\$1650.00
Columbarium Niche Level A	\$1500.00
Columbarium Niche Family 2 – Unit Niche	Actual Costs

Scattering Rights

Scattering Gardens	\$253.20
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*Care and Maintenance Fund Contribution:

As required under the *Funeral, Burial and Cremation Services Act, 2002* and Ontario Regulation 30/11, the amounts below will be contributed to an irrevocable trust fund known as the Care and Maintenance Fund. Income (interest) from this fund is used to cover care and maintenance expenses of the cemetery in perpetuity.

For one in-ground grave, 24ft ² or larger.....	\$450.00 <u>490.00</u>
Cremation Grave	\$224.00 <u>244.00</u>
For one child or cremation grave, smaller than 2.23m ² /24ft ²	\$175.00
Columbarium Niche Level E	\$291.18
Columbarium Niche Level D	\$327.18
Columbarium Niche Level C	\$327.18
Columbarium Niche Level B	\$291.18
Columbarium Niche Level A	\$264.71
Scattering Gardens	\$168.80
Niche Inscription.....	\$700.00
Care and Maintenance Fund Repayment – payable on each niche sale.....	\$291.90

Non - Resident Fees

In-ground burials

Adult Grave (3' x 8')	\$810.00
Child Grave (3' x 3')	\$237.00
Infant Grave	\$110.00
Cremation Grave	\$403.20

Niches

Columbarium Niche Level E	\$1980.00
Columbarium Niche Level D	\$2224.80
Columbarium Niche Level C	\$2224.80
Columbarium Niche Level B	\$1980.00
Columbarium Niche Level A	\$1800.00
Columbarium Niche Family 2 – Unit Niche	Actual Costs

Scattering Rights

Scattering Gardens	\$303.84
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***Care and Maintenance Fund Contribution:**

As required under the *Funeral, Burial and Cremation Services Act, 2002* and Ontario Regulation 30/11, the amounts below will be contributed to an irrevocable trust fund known as the Care and Maintenance Fund. Income (interest) from this fund is used to cover care and maintenance expenses of the cemetery in perpetuity.

For one in-ground grave, 24ft ² or larger	\$540.00
Cremation Grave	\$268.80
For one child or cremation grave, smaller than 24ft ²	\$175.00
Columbarium Niche Level E	\$349.41
Columbarium Niche Level D	\$392.61
Columbarium Niche Level C	\$392.61
Columbarium Niche Level B	\$349.41
Columbarium Niche Level A	\$317.65
Scattering Gardens	\$202.56
Niche Inscription	\$700.00
Care and Maintenance Fund Repayment – payable on each niche sale	\$291.90

INTERMENT RIGHT & MARKER SPECIFICATIONS

Interment Right:	Section	Single or Extra* Depth	Number of Burials Allowed		Marker Allowed - Yes or No	Marker Specifications (ex. size, flat or upright)
			Caskets	Cremated Remains		
Adult Grave		extra	2	4		100mm larger than monument on all sides maximum size of foundation is 600mm x 900 mm for a single grave flat and pillow markers only allowed in section 14
			1	6		
				6		
Child Grave						
Cremation Garden				4		Flat markers allowed
Columbarium Niche				2		

*Where two caskets are to be interred in the same grave, the first casket will be buried at extra depth.

CEMETERY SERVICES

Interment Fees (opening and closing of grave)

Interment of an adult at standard depth	\$975.00
Interment of an adult at standard depth non-resident	\$1170.00
Interment of an adult at extra depth	additional \$445.00
Interment of a child at standard depth	\$500.00
Interment of a child at extra depth	additional \$445.00
Interment of an infant at standard depth	\$375.00
Interment of an infant at extra depth	additional \$445.00
Additional charge for installation of a standard-sized concrete or steel vault/grave liner	\$435.00

Cremated Remains Disposition Fees

Interment of cremated remains – niche - resident.....	\$300.00
Interment of cremated remains –niche - non-resident.....	\$360.00
Interment of cremated remains in common ground - resident.....	\$577.00
Interment of cremated remains in common ground – non- resident	\$692.40

Late Arrival Fees and Saturday Fees

After hours fee for burial after 3:00 pm Monday to Friday per hour	\$125.00
After hours fee for cremation burial after 3:00 pm Monday to Friday per hour	\$63.00
Surcharge for burial on a Saturday	\$435.00
Surcharge for cremation burial on a Saturday	\$225.00

Saturday Vault Storage

\$275.00

Surcharge for spring Burial.....

\$175.00

Disinterment Fees (standard depth / extra depth)

Disinterment of remains from a grave \$2335.00

Removal of cremated remains

Disinterment of cremated remains \$450.00

Removal of cremated remains from a columbarium niche \$300.00

Administration fees

Transfer of interment or scattering rights to another person..... \$165.00

Other Fees

Vault Storage if buried elsewhere \$785

Replace Lost Interment Rights Certificate..... \$92

Memorial Bench Granite \$780

Genealogical Research (per hour)..... \$59

Tree Trimming (per hour) \$59

Cleaning Flat or Pillow \$20

Cleaning Upright..... \$40

Concrete Garden Edger \$212

Bereavement Authority of Ontario Consumer Protection Fee
(as set annually and payable to the BAO).....\$30

SUPPLIES

MONUMENTS AND MARKERS

Construction of single monument foundation \$250

Construction of double monument foundation..... \$390

Construction of marker monument foundation \$145

Construction of corner post monument foundation \$145

Scattering Gardens Marker..... \$324

Care and Maintenance Fund Contribution:

As required under the *Funeral, Burial and Cremation Services Act, 2002*, the following amounts must be paid to the cemetery operator before a marker is installed. After each marker installation, the amount will be contributed to an irrevocable trust fund known as the Care and Maintenance Fund. Interest from the fund will be used to cover expenses for the care and maintenance of markers and monuments in perpetuity.

For flat markers measuring less than 1,116.13cm² / 173in²..... \$0

For flat markers measuring 1,116.13cm² / 173in² or larger..... \$100

For upright monuments under 4ft or less in length, including base \$200

For upright monuments 6ft or less including base..... \$400

PAYMENT, FINANCING & FUNDING

For services at time of death:

Payment is due within 6 months of signing the contract, beyond which interest will be charged at a rate of 1.25%, which is equivalent to 15% per annum (APR). Payment may be made by cash, cheque, debit, and on-line payment.

Financial assistance for burial and cremation services is available through various governmental agencies, to those who qualify.

Additional information about payment, financing and funding options is available upon request.



SCHEDULE 'E' TO BY-LAW 24-0xx

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Development & Enterprise Services Department - Planning Division

Fee Description	Current Rates	Proposed 2024 Rate Changes
Planning Act Applications		
Minor Variance	\$550.00	
Consent to Sever	\$450.00	
Parkland Dedication (payment-in-lieu) - Residential	5% of AV	
Parkland Dedication (payment-in-lieu) - Other	2% of AV	
Consent Agreements	\$320.00	
Pre-Consultation Fee	\$200.00	
Zoning Compliance Letter (per roll number)		
Regular	\$180.00	
Urgent (3 days or less)	\$360.00	
Site Plan Control Agreements (includes registration)		
Residential	\$1,880.00	
Other	\$2,190.00	
Amendment	\$1,560.00	
Zoning Amendment		
Minor (temporary, lifting of H, R1 to R2, addition of permitted use)	\$1,360.00	
Major (everything else)	\$1,880.00	
Official Plan Amendment	\$1,880.00	
Peer Review of Document submitted for Planning Act process	actual cost	
Combined Zoning and Official Plan Amendment	\$3,340.00	
Deeming By-law (includes registration)	\$835.00	
Plan of Subdivision	\$2,090.00	
Validation of Title	\$630.00	
Release Agreement	\$170.00	

Fee Description	Current Rates	Proposed 2024 Rate Changes
Fee Description	Current Rates	Proposed 2024 Rate Changes
Leases & Encroachments		
Application Fee	\$215.00	
Development of Agreement	\$370.00	
Annual Fee (based on 3.0m X 12.0m [36 sq.m])	\$153.00	
per 10 sq. m over 36 sq.m	\$6.20	
Land Sales		
Surplus land Proposal (admin fee) NEW! Application/Proposal Fee <i>(\$300 non-refundable. If advertising has occurred, no refund.)</i>	\$195.00	\$600.00
Heritage		
Heritage Property Listing Application	\$495.00	
Office Admin - Photocopying		
Letter or Legal (B&W)	\$0.30	
Letter or Legal (Colour)	\$0.40	
Tabloid (B&W)	\$0.60	
Tabloid (Colour)	\$1.10	
Office Admin- Printing		
Digital info on CD	\$140.00	
Zoning or OP documents (Including schedules) - Print	\$140.00	
Zoning or OP documents (Including schedules) - USB	\$85.00	



SCHEDULE 'F' TO BY-LAW 24-0xx

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Development & Enterprise Services Department - Building Division

Fee Description	Rate	Proposed 2024 Rate Changes
Residential Construction		
New Living Space (Houses, Apartments, Additions)	\$ 13.25/m ²	
New Non-Living Space (Garages, Carports, Decks)	\$10.25/m ²	
Renovations or Alterations	\$9.25/m ²	
Minimum Fee	\$175.00	
Industrial, Commercial, Institutional Construction		
New Construction	\$14.25/m ²	
Renovation or Alteration	\$10.25/m ²	
Minimum Fee	\$250.00	
Demolition		
Accessory Building	\$125.00	
Small Building (not more than 600 m ² ; not more than 3 storeys)	\$250.00	
Large Building (more than 600 m ² ; more than 3 storeys)	\$500.00	
Accessory Construction		
Sign Permit	\$85.00	
Fence Permit	\$85.00	
Pool Permit	\$85.00	
Miscellaneous		
Revised Permit - Minor Change	\$175.00	
Revised Permit - Major Change	Above Rate/m ²	\$350.00
Change of Use Permit	\$175.00	

Fee Description	Rate	Proposed 2024 Rate Changes
Fee Description	Rate	Proposed 2024 Rate Changes
Compliance		
Re-inspection Fee	\$100.00	
Occupying a Dwelling Without an Occupancy Permit	\$150.00/week	
Construction Commencing Without a Permit	2x Permit Fee	
Road Occupancy Permit	Daily \$ 20.00	
	Weekly \$ 80.00	
	Monthly \$155.00	



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE 'J' TO BY-LAW 24-0xx

Contracted Services - Animal Control

Senior: upon presentation of government issued identification to persons sixty-five (65) years of age or more.

Proof of Spay/Neuter: upon presentation of documentation from a Doctor of Veterinarian Medicine.

Fee Description	Current Rates	Proposed 2024 Rate Changes
Impound		
Dog Impound (Per Day)	\$30.00	
* Plus veterinary fees incurred	at cost	
Cat Impound (Per Day)	\$20.00	
*Plus Veterinary fees incurred	at cost	
Dog Tags		
Dog Tag (metal)	\$35.00	
Senior Subsidy - Dog Tag (metal)	\$15.00	
Spayed/Newtered Subsidy - Dog Tag (metal)	\$20.00	
Replacement Dog Tag	\$6.00	
Cat Tags		
Cat Tag (metal)	\$35.00	
Senior Subsidy - Cat Tag (metal)	\$15.00	
Spayed/Newtered Subsidy - Cat Tag (metal)	\$20.00	
Replacement Cat Tag	\$6.00	



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE 'G' TO BY-LAW 24-0xx

Public Works Department - Equipment Rates

Fee Description	Rates	Proposed 2024 Rate Changes
1/2 Ton Truck	\$37.20	\$39.06
3/4 Ton Truck	\$38.50	\$40.43
2 Ton Truck	\$62.00	\$65.10
5 Ton Dump Truck (single Axle)	\$73.40	\$77.07
5 Ton Plow and Sander	\$128.30	\$134.72
10 Ton Tandem Dump Truck	\$98.90	\$103.85
10 ton Tandem Dump Truck Sander	\$128.30	\$134.72
4 CU.YD. Loader & LM-220 Snow Blower	\$298.70	\$313.64
Volvo G960 Grader	\$143.00	\$150.15
Elgin Pelican Street Sweeper	\$134.50	\$141.23
4X4 Backhoe	\$77.30	\$81.17
4X4 Backhoe & Asphalt cutter	\$87.50	\$91.88
4X4 Backhoe & breaker Hoe Ram	\$118.10	\$124.01
2.5 CU.YD. Loader	\$97.90	\$102.80
Trackless MT with Attachements	\$81.60	\$85.68
Gas Powered Air Compressor	\$45.90	\$48.20
Traffic Line Marker (Painting Machine)	\$35.70	\$37.49
Thompson Boiler (Steamer)	\$40.80	\$42.84
Wacker Plate Tamper- 12" Plate, Gas Powered	\$20.40	\$21.42
Bomag BPR55/65 Packer- 23" Plate, disel Powered	\$26.50	\$27.83
Genie Manlift	\$38.30	\$40.22
Vactor 2100 + Sewer (Vacuum Truck)	\$346.30	\$363.62
Pipe Thaw Machine	\$198.90	\$208.85
Wworks-1993 Gorman Mud Pump (Trash Pump)	\$38.50	\$40.43
Wworks- 4" Trash Diesel Pump	\$25.50	\$26.78
FLYGT & Subermisible Pump	\$25.50	\$26.78
Rigid 3/4 HP Pipe Cleaner	\$26.27	\$27.58
STHIL/ Husqvana cut off saw	\$21.42	\$22.49
Unallocated Equipment (Various Tools)	\$15.30	\$16.07

Fee Description	Rates	Proposed 2024 Rate Changes
Fee Description	Rates	Proposed 2024 Rate Changes
Parking Lot Rental	\$325.00	\$341.25
Flag Pole Banner Program Installation & Removal (rate per occurrence request) <small>*excludes Royal Canadian Legion - Branch 87</small>	\$1,500.00	\$1,575.00



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE 'H' TO BY-LAW 24-0xx

Public Works Department - Waste Management Division

Fee Description	Rates	PROPOSED 2024 RATE CHANGES
All Waste disposal (per m ³)	\$ 14.00	\$14.50
Unsorted Waste Disposal - Recyclables Not Removed (per m ³)	\$ 28.00	\$28.50
Exceptions		
Residential Private - up to 2 m ³ (per load)	\$ 14.00	\$14.50
Garbage Bag (per bag)	\$ 3.50	\$4.00
Contaminated Waste per m ³	\$ 33.00	\$37.50
Clean wood (per m ³)	\$ 4.75	\$5.00
Scrap Metal (per m ³)	\$ 4.75	
Ash (per m³) REMOVE	\$ 14.00	
Appliances containing Refrigerant (per unit)	\$ 45.00	\$45.50
Blue Box (each) REMOVE	\$ 5.00	
Composter (each)	\$ 60.00	
Rain Barrel (each)	\$ 70.00	
Blue Cart - 95 gal. (each)	\$ 70.00	
NEW! FoodCycler FC-30 (2.5L)		\$150.00
NEW! FoodCycler Eco5 (5L)		\$300.00



SCHEDULE 'I' TO BY-LAW 24-0xx

Public Works Department - Airport Division

Fee Description	Current Rates	Proposed 2024 Rate Changes	
Landing Fees			
0-2000 kg	\$19.00	\$20.00	
0-2000 kg (if buying fuel)	\$0.00		
2001-5000 kg Minimum Aircraft over 2000 kg	\$44.00	\$30.00	
5001 kg and over Aircraft/Helicopter over 2000 kg by MGTOW	\$53.00	\$10/1000kg	
Helicopter Minimum - Helicopter	\$45.00	\$30.00	
Turbo Fan	\$162.00	\$170.00	
Air Ambulance	\$350.00	\$367.50	
Parking Fees			
0-2000 kg	Daily	\$14.00	Daily-\$14.7
	Monthly	\$87.00	Monthly-\$91.35
	Yearly	\$602.00	Yearly-\$632
2000-5001 kg	Daily	\$23.00	Daily-\$24.15
	Monthly	\$141.00	Monthly-\$148
	Yearly	\$1,061.00	Yearly-\$1,114
Over 5000 kg	Daily	\$30.00	Daily-\$31.5
	Monthly	\$435.00	Monthly-\$456.75
	Yearly	\$1,607.00	Yearly-\$1,687.35
Hanger Fees			
Hangar Fee (per m ²)	Daily	\$0.43	Daily-\$0.45
	Weekly	\$2.35	Monthly-\$2.47
	Monthly	\$18.70	Yearly-\$19.64
Hangar Office Rental	Daily	\$30.00	Daily-\$31.5
	Weekly	\$141.00	Monthly-\$148
	Monthly	\$417.00	Yearly-\$438
Land Lease for Hangar (annually)	\$900.00	\$945.00	
Miscellaneous			
Special Occasion (daily)	\$420.00	\$441.00	
Single Plug-in (each/per day)	\$14.00	\$14.70	
Summer Call-out Charge	\$153.00	\$306.50	
Winter Call-out charge (Nov 1- Apr 30) - Surface Conditions	\$300.00	\$315.00	
Winter Call-out charge (Nov 1- Apr 30) - Plowing	\$575.00	\$791.00	
Stand-by Fee (hourly)	\$60.00	\$63.00	
Airside Vehicle Operator Permit (annually)	\$135.00	\$141.75	
Aviation (AVE) Gas Mark-up (per litre)	\$0.55	\$0.65	
Aviation Jet Fuel Mark-up (per litre)	\$0.44	\$0.54	



SCHEDULE J TO 2023 BY-LAW

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Fire & Emergency Services Department

Fee Description	Rates
Inspection of day care facilities and nursing homes not owned by the municipality (each)	\$80.00
Inspection of building for sale requesting Retrofit Letter of Compliance (each)	\$75.00
Follow-up Inspection to verify correction of violations noted during a requested Retrofit Inspection (each)	\$50.00
Inspection required under the Ontario Fire Code (each)	\$80.00
Administrative services for on-file records for owners, insurance companies, legal representatives and real estate companies, etc. *subject to Access and Privacy under the MFIPPA	\$75.00
Fire Safety Plan Approval (each)	\$85.00
Hazardous Material Clean-Up	at cost
False Alarm Response - 1st Incidence	no cost
False Alarm Response - 2nd Incidence (in same calendar year)	\$150.00
False Alarm Response - 3rd Incidence (in same calendar year)	\$250.00
False Alarm Response - 4th Incidence (in same calendar year)	\$350.00
False Alarm Response - each additional Incidence (in same calendar year)	\$400.00
Vehicle Accident Responses in the municipality for Non-Residents	\$365.00
Training other agencies (per hour/per firefigther)	\$50.00
Self-Contained Underwater Breathing Apparatus (S.C.U.B.A) Refill	\$17.00
Self-Contained Breathing Apparatus (S.C.B.A) Refill	\$12.00



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE "A" to BY-LAW 24-0xx

PROPOSED USER FEES & CHARGES FIRE & EMERGENCY SERVICES

SERVICE TYPE	2024	2025
Information		
Fire Department Response Report or Summary Report	\$45.00	\$48.00
Clearance / Status Letter Applies to specific inspection results - not for property transactions.	\$45.00	\$48.00
Outside Work Order File search, Property Status Inquiry	\$90.00	\$95.00
Permits		
Municipal Residential Outdoor - Wood Burning Appliance Permit	\$15.00	\$20.00
Municipal Commercial Outdoor Burning Permit	\$75.00	\$100.00
Burning without a Permit April 1 st - Oct 31 st	Offence: 1 st - warning issued (no charge) 2 nd + Current MTO rate 25% + Admin overhead charge (min): Platoon Chief (1) & Firefighter (1)	Offence: 1 st - warning issued (no charge) 2 nd + Current MTO rate 25% + Admin overhead charge (min): Platoon Chief (1) & Firefighter (1)
Family Fireworks Sale Permit – Store	\$100.00	\$125.00
Family Fireworks Sale Permit – Trailer (Temporary)	\$150.00	\$150.00
Demolition Permit (Simple)	\$125.00	\$150.00
Demolition Permit (Complex)	\$300.00	\$325.00



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE "A" to BY-LAW 24-0xx

PROPOSED USER FEES & CHARGES FIRE & EMERGENCY SERVICES

SERVICE TYPE	2024	2025
Inspections		
Residential - Buildings with 2 dwellings	\$75.00	\$85.00
Residential - Buildings 3-6 units, no more than 3 stories	\$200.00	\$225.00
Multi-Residential - More than 6 units	\$200.00 + \$25.00 per story	\$225.00 + \$30.00 per story
Group Homes, including Foster Care Homes	\$75.00	\$85.00
Bed & Breakfast, Lodging House	\$125.00	\$150.00
Daycares - Private Home	\$75.00	\$75.00
Daycare - Licensed (not private)	\$200.00	\$225.00
Commercial, Industrial, Mercantile, Professional Office - up to 1000 sq. ft.	\$75.00	\$100.00
Commercial, Industrial, Mercantile, Professional Office - 1000 to 3000 sq. ft.	\$150.00	\$175.00
Commercial, Industrial, Mercantile, Professional Office - Greater than 3000 sq. ft.	\$200.00	\$225.00
Inspection of AGCO / LLBO Licence Requests	\$150.00	\$175.00
Inspection of AGCO / LLBO Licence Requests – Previous Inspection completed within 11 months	\$40.00	\$50.00
Business Licence Renewal	\$40.00	\$45.00
Business Licence Renewal – 1 st Application	\$75.00	\$85.00
Business Licence Renewal – Restaurant Applicant with a Commercial Hood System	\$150.00	\$175.00
Vulnerable Occupancy - Small	\$75.00	\$85.00



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE “A” to BY-LAW 24-0xx

PROPOSED USER FEES & CHARGES FIRE & EMERGENCY SERVICES

SERVICE TYPE	2024	2025
Inspections		
Vulnerable Occupancy - Large	\$300.00	\$325.00
Smoke Alarm / CO Alarm - Single Family Residence	No Charge	No Charge
Mobile Food Vendors (Trailers)	\$75.00	\$85.00
Mobile Food Vendors (Cart)	\$40.00	\$45.00
Propane Facilities	\$200.00	\$225.00
SCBA Refill (Breathing Air Cylinder)	\$13.00	\$14.00
Fire Prevention / Education Fees		
Fire Safety Plan Review - signature for a building without an alarm system	\$75.00	\$80.00
Fire Safety Plan Review - signature for a building with an alarm system)	\$150.00	\$160.00
Training of outside agencies, public, etc. (including Fire Extinguisher Training)	\$75.00	\$85.00
Emergency Response		
Non-Resident Motor Vehicle Response	Current MTO rate	Current MTO rate
Motor Vehicle Response – Provincial Highways	Current MTO rate	Current MTO rate



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE "A" to BY-LAW 24-0xx

PROPOSED USER FEES & CHARGES FIRE & EMERGENCY SERVICES

SERVICE TYPE	2024	2025
Emergency Response		
False Automatic Monitored Alarms (time period resets every January)	<p>Offence: 1st – No charge</p> <p>2nd – Current MTO rate for 1 apparatus</p> <p>3rd – Current MTO rate per apparatus responding per hour</p>	<p>Offence: 1st – No charge</p> <p>2nd - Current MTO rate for 1 apparatus</p> <p>3rd – Current MTO rate per apparatus responding per hour</p>
Hazardous Material Response	Current MTO rate + consumable materials, replacement staff, & 20% overhead charge	Current MTO rate + consumable materials, replacement staff, & 20% overhead charge
Exceptional Use Items (foam, chemical suit, etc.)	Cost of consumable materials + 25% administrative overhead charge	Cost of consumable materials + 25% administrative overhead charge
Emergency Response to Utilities as a result of Others Actions (natural gas line struck by contractor, contractor influenced calls, etc.)	Actual costs + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighter (1)	Actual costs + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighter (1)
<p>Elevator Rescue - Non-Emergency When Fire and Emergency Services attends a property in response to a stalled / malfunction elevator and determines the confined individual (s) do not require medical attention, KLFS will assist in patient (s) evacuation. If KLFS is not successful in the evacuation of patient(s), KLFS will remain on scene until the arrival of a responsible elevator representative/company. The property owner shall be charged the fees as stipulated in this schedule.</p>	Current MTO rate + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighter (1)	Current MTO rate + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighter (1)



KIRKLAND LAKE
THE RIGHT ENVIRONMENT

SCHEDULE "A" to BY-LAW 24-0xx

PROPOSED USER FEES & CHARGES FIRE & EMERGENCY SERVICES

SERVICE TYPE	2024	2025
Emergency Response		
Fire Watch: Post-Fire Property Security/Safety	Actual costs + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighter (1)	Actual costs + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighter (1)
Fires On or Beside the Railroad (as a result of the railroad left unattended in tie burning or otherwise, out of control fires, and failure to attempt to extinguish those fires that impinge on private or public properties)	Actual costs + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighters (2)	Actual costs + 25% administrative overhead charge (min): Platoon Chief (1) & Firefighters (2)
Emergency Control / Protection Costs (such as demolition, boarding, fencing, making area safe, security, other agencies cost eg. MNR)	Actual costs + 25% administrative overhead charge	Actual costs + 25% administrative overhead charge
Illegal Burning of Hazardous Materials or Burning Regarding Open Air Burning Permits Under the Ontario Fire Code	Current MTO rate + additional cleanup costs, including 25% administrative overhead charge	Current MTO rate + additional cleanup costs, including 25% administrative overhead charge
Fire Response Fees - Indemnification Technology - Insured Perils	Current MTO rate per truck + any additional cost to KLFS or TKL for each & every call*	Current MTO rate per truck + any additional cost to KLFS or TKL for each & every call*

* If the insurer pays the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 24-0XX

BEING A BY-LAW TO ESTABLISH FEES FOR THE KIRKLAND LAKE CEMETERY

WHEREAS Section 391 of the [Municipal Act](#), 2001, S.O. 2001, c.25, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or done on behalf of it;

AND WHEREAS O. Reg. 30/11, [Funeral, Burial and Cremation Services Act](#), 2002, S.O. 2022, c.33, requires that a percentage of the purchase price of all interment rights and set amounts for marker and monument installations, are contributed into a care and maintenance fund;

AND WHEREAS Section 398 of the *Municipal Act* provides that fees or charges imposed in accordance with this By-Law constitute a debt owed to the municipality for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

AND WHEREAS Section 23.1(1) of the *Municipal Act* permits Council by by-law to delegate to an employee of the municipality any powers, duties or functions that are administrative in nature;

AND WHEREAS a Public Meeting was held on April 4, 2024 in accordance with the *Municipal Act* in the matter of the proposed amendments to fees and charges related to the Kirkland Lake Cemetery fees and charges, etc.;

AND WHEREAS public notice was provided in accordance with the Town of Kirkland Lake's Public Notice Policy ([By-Law 22-047](#));

AND WHEREAS the Council of The Corporation of The Town of Kirkland Lake deems it expedient to amend the Kirkland Lake Cemetery Price List for the municipality;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

- 1 **THAT** the fees and charges for the Kirkland Lake Cemetery be established as Schedule "A" attached hereto and forming part of this By-Law;
- 2 **THAT** all fees and charges set out in this By-Law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
- 3 **THAT** where the provisions of this By-Law may conflict with any other by-law, this By-Law shall prevail.
- 4 **THAT** this By-Law may be cited as the "Cemetery Price List By-Law".
- 5 **THAT** in the event that any fee or charge imposed herein remains unpaid after provision of the service, or, is otherwise in arrears, such fees or charges may be added to the tax roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.

6 THAT Council does hereby provide the Chief Administrative Officer of The Corporation of Town of Kirkland Lake delegated authority to bestow upon Directors, or designate, to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of municipal fees and charges.

7 THAT By-Law 23-038 be repealed on July 1, 2024.

8 THAT this By-Law shall come into force and effect on July 1, 2024.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25TH DAY OF APRIL, 2024.

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 24-0XX

BEING A BY-LAW TO ESTABLISH FEES FOR KIRKLAND LAKE FIRE AND
EMERGENCY SERVICES

WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or done on behalf of it;

AND WHEREAS Section 398 of the *Municipal Act* provides that fees or charges imposed in accordance with this By-Law constitute a debt owed to the municipality for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

AND WHEREAS Section 23.1(1) of the *Municipal Act* permits Council by by-law to delegate to an employee of the municipality any powers, duties or functions that are administrative in nature;

AND WHEREAS a Public Meeting was held on April 4, 2024 in accordance with the *Municipal Act* in the matter of the proposed amendments to fees and charges related to the Kirkland Lake Fire and Emergency Services, etc.;

AND WHEREAS public notice was provided in accordance with the Town of Kirkland Lake's Public Notice Policy (By-Law 22-047);

AND WHEREAS the Council of The Corporation of The Town of Kirkland Lake deems it expedient to expand on the Kirkland Lake Fire and Emergency Services Fees and Charges for the municipality;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

1 THAT in this By-Law:

- a) False Alarm** means an alarm signal where a fire department response, in the opinion of the Director of Emergency Services/Fire Chief, is not required.
- b) Non-Resident** means a person who is not a resident residing within the jurisdiction of The Corporation of the Town of Kirkland Lake.
- c) Owner means:**
 - i) for property**, the person for the time being managing or receiving the rent of the land or premises in connection with which the word is used whether on his own account or as agent or trustee of any other person or who would so receive the rent if such land and premises were it, and shall also include a lessee or occupant of the property who, under the terms of the lease, is required to repair and maintain the property in accordance with standards for maintenance and occupancy of property;
 - ii) for vehicles**, the person registered as owner.

d) Resident means a natural person whose name is included on the Town of Kirkland Lake Voters' List, pursuant to the *Municipal Elections Act*, as updated from time to time by the Municipal Clerk, in the absence of evidence satisfactory to the Municipal Clerk to the contrary.

- 2** **THAT** the fees and charges for the Kirkland Lake Fire and Emergency Services be established as Schedule "A" attached hereto and forming part of this By-Law.
- 3** **THAT** All fees and charges set out in this by-law, with the exception of the fees and charges for emergency response, shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
- 4** **THAT** All fees and charges set out in this by-law for emergency response shall be due within thirty (30) days of the issue of an invoice from The Corporation of the Town of Kirkland Lake.
- 5** **THAT** where the provisions of this By-Law may conflict with any other by-law, this By-Law shall prevail.
- 6** **THAT** this By-Law may be cited as the "Fire & Emergency Services User Fees & Charges By-Law".
- 7** **THAT** in the event that any fee or charge imposed herein remains unpaid after provision of the service, or, is otherwise in arrears, such fees or charges may be added to the tax roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
- 8** **THAT** Council does hereby provide the Chief Administrative Officer of The Corporation of Town of Kirkland Lake delegated authority to bestow upon the Director of Emergency Services/Fire Chief to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of municipal fees and charges.
- 9** **THAT** this By-Law shall come into force and effect on July 1, 2024.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25TH DAY OF APRIL, 2024.

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 24-0XX

BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF VARIOUS FEES AND CHARGES FOR THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

WHEREAS Section 8 of the [Municipal Act](#), 2001, S.O. 2001, c.25, as amended (hereinafter referred to as "*Municipal Act*"), provides that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS Section 10 of the *Municipal Act* provides that a single-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein including *inter alia*, and financial management of the municipality and its local boards;

AND WHEREAS Section 391(1) of the *Municipal Act* authorizes municipalities to impose fees or charges on persons for services or activities provided/done by/on behalf of the municipality, for costs payable for services/activities provided/done by/on behalf of the municipality or its local boards, and for the use of its property;

AND WHEREAS Section 7 of the [Building Code Act](#), S.O., 1992, authorizes Council to pass by-laws requiring the payment of fees on application for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS Section 69(1) of the [Planning Act](#), R.S.O. 1990, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 398 of the *Municipal Act* provides that fees or charges imposed in accordance with this By-Law constitute a debt owed to the municipality for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

AND WHEREAS Section 23.1(1) of the *Municipal Act* permits Council by by-law to delegate to an employee of the municipality any powers, duties or functions that are administrative in nature;

AND WHEREAS public notice was provided in accordance with the Town of Kirkland Lake's Public Notice Policy ([By-Law 22-047](#));

AND WHEREAS the Council of The Corporation of The Town of Kirkland Lake deems it expedient to amend User Fees and Charges for the municipality;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

- 1 **THAT** the fees and charges for various municipal services and activities be established in the Schedules attached hereto and forming part of this By-Law as follows:
 - A. Schedule "A" – Administration Department – Clerk's Office

- B. Schedule “B” – Corporate Services Department – Treasury Division
- C. Schedule “C” – Community Services Department – Museum
- D. Schedule “D” – Community Services Department – Recreation
- E. Schedule “E” – Development & Enterprise Services Department – Planning Division
- F. Schedule “F” – Development & Enterprise Services Department – Building Division
- G. Schedule “G” – Public Works Department – Equipment Rates
- H. Schedule “H” – Public Works Department – Waste Management Division
- I. Schedule “I” – Public Works Department – Airport
- J. Schedule “J” – Animal Control

- 2 THAT** all fees and charges set out in this By-Law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
- 3 THAT** where the provisions of this By-Law may conflict with any other by-law, this By-Law shall prevail.
- 4 THAT** this By-Law may be cited as the “User Fees & Charges By-Law”.
- 5 THAT** in the event that any fee or charge imposed herein remains unpaid after provision of the service, or, is otherwise in arrears, such fees or charges may be added to the tax roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
- 6 THAT** Council does hereby provide the Chief Administrative Officer of The Corporation of Town of Kirkland Lake delegated authority to bestow upon Directors, or designates, to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of municipal fees and charges.
- 7 THAT** unless otherwise stated, this By-Law and its Schedules come into force and effect immediately upon passage.
- 8 THAT** By-Law 23-041 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25TH DAY OF APRIL, 2024.

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk