

ANNEX A – USER FEES

ACTIVITY / GOOD / SERVICE	UNIT	RESIDENT / OWNER FEE	NON-RESIDENT / NON-OWNER FEE	NOTE OR REFERENCE
GENERAL ADMINISTRATION				
Celebration of marriage or civil union (if there is an officer appointed by Council)	\$/each	\$308.13 at Town Hall \$410.46 elsewhere in Town	\$308.13 at Town Hall \$410.46 elsewhere in Town	Room rental included only for Caucus Room
Affidavit/Oath	\$/each	free of charge	\$10.00	
Drafting or preparation of a document pertaining to an affidavit or oath	\$/each	\$25.00	\$50.00	
Issuance of life certificate or proof of residency	\$/each	free of charge	\$10.00	
Drafting or preparation of a document pertaining to the issuance of a life certificate or proof of residency	\$/each	\$25.00	\$50.00	
Certification of official documents issued by authorities outside Canada and U.S.A. (up to five at a time)	\$/each	free of charge	\$10.00	
Certification of official documents issued by authorities outside Canada and U.S.A. (more than five at a time)	\$/each	\$10.00	\$25.00	
Tax confirmation	\$/each	\$20.00	\$20.00	
Check or other payment order refused by a bank or by another financial institution – charge	\$/each	\$25.00	\$25.00	
Sending of any document mentioned below (if applicable)	\$/document	actual mailing (or other) costs	actual mailing (or other) costs	
Reproduction of an incident or accident report	\$/report	\$15.25	15.25	
Reproduction of a general street map or another map or plan	\$/map - plan	\$3.80	\$3.80	
Reproduction of an extract from the assessment roll	\$/valuation unit	free of charge for one's property (otherwise same rate as for Non-Resident)	\$0.44	
Reproduction of a municipal by-law	\$/page	\$0.38 - \$35.00 maximum	\$0.38 - \$35.00 maximum	
Reproduction of a financial report	\$/report	\$3.05	\$3.05	
Reproduction of any other document than one of those mentioned above	\$/page	\$0.38	\$0.38	
Filming when requiring use of public roads by vehicles - allowed only between 7:00 a.m. and 11:00 p.m., subject to providing road signs, not blocking local residents access traffic, private driveways and fire hydrants, and submitting a petition signed by 90% of the concerned sector's residents	\$/day/street or part of street/permit	\$1,000.00 plus a deposit of \$10,000 (reimbursable), a proof of \$1,000,000 liability insurance, and additional fees if other Town properties or services are requested	same as for residents	

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License for snow removal	\$/license/year	\$50.00	\$50.00	
Replacement of snow removal license	\$/ license if lost or stolen/each	\$25.00	\$25.00	
License for landscaping	\$/license/year	\$50.00	\$50.00	
Replacement of landscaping license	\$/ license if lost or stolen/each	\$25.00	\$25.00	
Sale of immovables for unpaid municipal taxes (fees applicable at each step of the process) per valuation unit	1- Registered letters : 1.1a First from Treasurer 1.1b Second from Treasurer 1.2a First from Town Clerk (before sale) 1.2b Second from Town Clerk (if sold) 2- Publication : 2.1 First notice 2.2 Second notice 3- Land rights office : 3.1 Public notice 3.2 Individual registration 4- Land registry officer : 4.1 First letter 4.2 Second letter	1.1a \$10.00 1.1b \$10.00 1.2a \$10.00 1.2b \$10.00 2.1 Newspaper rate/No. of unit owners 2.2 Newspaper rate/No. of unit owners 3.1 \$75.00/No. of lots 3.2 \$9.00 (each lot) 4.1 \$10.00/No. of lots 4.2 \$10.00/No. of lots	N/A	
Retrieval costs of personal belongings for owners or tenants evicted by a court order, when they are left on the public domain and not collected by these persons	\$/real cost incurred/dwelling unit	-reimbursement of rental fees for storage (on a full month basis), plus 30% of this amount for municipal administration -plus the cost for the required public notice if the Town has to sell them after 60 days and the owner or tenant finally picks them up before the sale	N/A	

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PUBLIC SECURITY				
Overnight parking permit	\$/permit	\$150.00/year or \$15.00/month	N/A	
Overnight parking permit	207, 209, 211 Bedbrook	Free for registered owners on October 23, 2013	N/A	Exemption personal not transferable
Extended parking permit	\$/permit/1 st vehicle	\$150.00/year or \$15.00/month	N/A	
	\$/permit/2 nd vehicle	\$250.00/year or \$25.00/month		
Extended parking permit (overnight parking permit holder as of December 24, 2014 having been found ineligible)	\$/permit/1 st vehicle	\$300.00/year or \$30.00/month	N/A	Exemption personal not transferable
	\$/permit/2 nd vehicle	\$500.00/year or \$50.00/month		
Daytime parking permit in Zone « A » (near train station)	\$/permit	\$150.00/year or \$15.00/month	N/A	
Daytime parking permit in Zone « B » (near Edinburgh School)	\$/permit (for school employees)	\$150.00/year or \$15.00/month	N/A	
Parking permit for Northview, Westminster, Strathearn, Percival, 50 Westminster South, Montreal West Public Library (45 Westminster South) parking lots	\$/permit	\$300.00/year or \$30.00/month	N/A	
Parking permit for business owners – Percival parking lot	\$/permit	First 2 parking permits – free/ additional permit \$125.00/year or \$12.50/month	N/A	
4-hour parking permit for 2-hour zone	\$/permit one per civic address	\$20.00/year including one for resident/ occupant and one for visitors	N/A	Appendix « J » of traffic by-law 405
License for neutered or spayed dog	\$/license/year	\$25.00	\$75.00	Limit of 20 Non-Resident
License for non-neutered or non-spayed dog	\$/license/year	\$50.00	\$100.00	50% reimbursement for puppy if neutered or spayed after 6 months
License for neutered or spayed cat	\$/license/year	free of charge	N/A	
License for non-neutered or non-spayed cat	\$/license/year	\$15.00	N/A	full reimbursement for kitten if neutered or spayed after 6 months
License to operate a kennel or shelter	\$/license/year	\$50.00	N/A	
License replacement for dog or cat if tag lost or destroyed	\$/each	\$10.00	N/A	free of charge for neutered or spayed cat
Impoundment of straying or lost dog or cat	\$/day	\$10.00	\$10.00	

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URBAN PLANNING				
Issuance of a certificate of authorization for intervention work on networks (telecommunications, transportation, infrastructure)	\$/each	\$100.00	\$100.00	
Drafting or preparation of a certificate of authorization for intervention work on networks (telecommunications, transportation, infrastructure)	\$/each	\$200.00	\$200.00	
Tree cutting	\$/tree/permit	free	N/A	
Request for by-law amendment	\$/request (not including permit costs)	\$5,000.00	N/A	
Request for conversion of immovable into condominiums	\$/request/property (not including permit costs)	\$1,200.00 (reimbursable only once if refused)	N/A	
Request for minor exemption (in general)	\$/request/property (not including permit costs)	\$1,200.00 (reimbursable only once if refused)	N/A	
Request for minor exemption (pertaining to setbacks) for residential buildings erected prior to 1965	\$/request/property (not including permit costs if any)	\$500.00 (reimbursable only once if refused)	N/A	excluding any building addition or modification
Occupancy permit	\$/permit	\$50.00/dwelling unit for residential use, \$50.00/service or retail establishment, or \$100.00/industrial or heavy commerce establishment, and free for institutional or public uses	N/A	
Subdivision permit	\$/permit	\$500.00	N/A	
Application fees (for each of the following permits)	\$/permit	\$50.00	N/A	
Permit for the installation of a sign	\$/permit + application fees	\$10.00/\$1,000.00 worth of work – minimum \$100.00	N/A	
Building permit for an accessory building, construction or structure	\$/permit + application fees	\$10.00/\$1,000.00 worth of work – minimum \$100.00	N/A	
Building permit for repairs (more than \$5,000 worth) on a building	\$/permit + application fees	\$10.00/\$1,000.00 worth of work, - minimum \$100.00	N/A	

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Building permit for addition, modification, or extension of a building	\$/permit + application fees	\$10.00/\$1,000.00 worth of work, or part thereof – minimum \$100.00 plus: \$1.00/ ft ² per storey added or extended (surface calculated following the floor area ratio)	N/A	
Building permit for new residential building	\$/permit + application fees	\$10.00/\$1,000.00 worth of work, or part thereof – minimum 500,00\$ plus: \$1.00/ ft ² per storey (surface calculated following the floor area ratio)	N/A	
Building permit for new non-residential building	\$/permit + application fees	\$10.00/\$1,000.00 worth of work, or part thereof – minimum 500,00\$ plus: \$1.00/ ft ² per storey (surface calculated following the floor area ratio)	N/A	
Demolition permit	\$/permit + application fees	\$1,200.00	N/A	
Temporary application permit to use pesticides	\$/permit (physical person)	\$10.00	N/A	
Temporary application permit to use pesticides	\$/permit (corporation)	\$25.00	N/A	
PUBLIC WORKS				
Manpower An administrative fee of 30% must be added to salary rates	\$/hour/employee	Applicable rate following the salary due to each employee	N/A	Hourly rates are calculated at <i>time and one half</i> on Saturdays and <i>double time</i> on Sundays
Equipment An administrative fee of 15% must be added to rental rates				All hourly rates below are calculated at <i>time and one half</i> on Saturdays and <i>double time</i> on Sundays
Tractor/loader	\$/hour	\$59.50	N/A	

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Street sweeper	\$/hour	\$110.27	N/A	
Trackless & truck	\$/hour	\$28.38	N/A	
Aerial	\$/hour	\$49.18	N/A	
10-Wheel truck	\$/hour	\$47.91	N/A	
6-Wheel dump truck (5 tons)	\$/hour	\$41.97	N/A	
10-Wheel dump truck (2.5tons)	\$/hour	\$29.46	N/A	
Compressor	\$/hour	\$17.97	N/A	
Backhoe	\$/hour	\$48.22	N/A	
Flusher	\$/hour	\$48.63	N/A	
Pump	\$/hour	\$11.23	N/A	
Signalling vehicle	\$/hour	\$11.23	N/A	
Thawing machine	\$/hour	\$33.81	N/A	
Water-sewer service truck	\$/hour	\$56.15	N/A	
Services				
Call for verification of a sewer	\$/unit	\$215.00	N/A	
Call for the thawing of the connection of a sewer	\$/unit	\$430.00	N/A	
Reconstruction of a curb (including roadway and landscaping)	\$/linear meter	\$215.00	N/A	
Reconstruction of a sidewalk (including roadway and landscaping)	\$/linear meter	\$325.00	N/A	
Construction of service connections for single residential buildings for one of the following services: water, storm-water sewer, including the repairs to the roadway, curb or sidewalk and the landscaping	\$/linear meter	\$800.00	N/A	
Construction of service connections for single residential buildings for two of the following services: water and sanitary sewer including the repairs to the roadway, curb or sidewalk and the landscaping	\$/linear meter	\$990.00	N/A	
Construction of service connections for multi-residential or commercial buildings	N/A	Cost to be calculated according to the request	N/A	

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Street light pole relocation	\$/unit	\$2,150.00	N/A	
Fire hydrant relocation	\$/unit	\$3,250.00	N/A	
Fire hydrant use	\$/unit	\$75.00	N/A	
Special rubbish collection	\$/hour (½ hour minimum)		N/A	
a) truck		\$135.00		
b) 6-wheel truck		\$162.50		
c) 10-wheel truck		\$189.00		
d) loader		\$92.00		
Sale of street signs	\$/unit	-Old signs \$50.00 (in inventory) \$75.00 (on order) -New signs \$75.00	N/A	
Purchase and planting of a mature tree on the public land In front of an abutting property	\$/tree	-Cost equal or lower than \$1,000.00: 50% of the total bill -Cost higher than \$1,000.00: total bill less \$500.00		subject to the terms of the municipal purchase tree policy
Rental of equipment or supply of services	\$/real cost incurred	-Reimbursement of amounts paid to the hired contractor or supplier	N/A	
An administrative fee of 15% must be added to rental rates				
RECREATION AND COMMUNITY SERVICES				
Rental of Halls and Recreation Facilities <i>(applicable taxes to be added to the rental rates below)</i>	on a reservation basis for availability			subject to priority of Town planned activities and programs
Town Hall – Music Room – with kitchen facilities *	\$/rental/ hour (minimum 2 hours)	\$75.00	\$90.00	
Town Hall – Assembly Hall – with kitchen facilities *	\$/rental/ hour (minimum 2 hours)	\$75.00	\$90.00	
* \$60.00 / hour above and beyond the above-listed rental fees for activities to take place outside normal days / hours of operation				

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John A. Simms Community Centre – room rental for birthday parties from 8:30 a.m. to 4:30 p.m. during week days	\$/rental/ hour (minimum 2 hours)	\$25.00	\$30.00	
John A. Simms Community Centre – room rental for birthday parties after 4:30 p.m. on week days or any time week-ends	\$/rental/ hour (minimum 2 hours)	\$40.00	\$50.00	
Davies Park Chalet excluding kitchen facilities – birthday parties for kids (5 and under)	\$/rental/ hour (minimum 2 hours)	\$40.00	\$50.00	
Outdoor facilities and sports fields – baseball, volleyball, basketball, soccer, tennis, roller hockey, skating rink, green spaces, parks: for community associations, informal groups or not for profit ventures	\$/rental/ hour (minimum 2 hours)/ ground	free of charge* + reimbursable deposit (clean-up and repairs)	\$30.00 + reimbursable deposit (clean-up and repairs)	the deposit may be required depending on the intended usage
* resident community association or not for profit venture: a community association or not for profit venture located in Montreal West; resident informal group: an informal group made up of a majority of Montreal West residents				
Outdoor facilities and sports fields – baseball, volleyball, basketball, soccer, tennis, roller hockey, skating rink, green spaces, parks: for profit business ventures	\$/rental/ hour (minimum 2 hours)/ ground	\$50.00 + reimbursable deposit (clean-up and repairs)	\$60.00 + reimbursable deposit (clean-up and repairs)	the deposit may be required depending on the intended usage
Rental of Skateboard installations (excluding taxes)	\$/hour \$/event (birthday party)	\$200.00 \$300.00	\$200.00 \$300.00	with supervision with animator
Banners	\$/week	\$100.00	\$100.00	from the third week of May until Labor Day
4 X 8 signs	\$/week	\$50.00	\$50.00	throughout the year
Supply				
Recycling container	\$/unit 120-litre 240-litre 360-litre	\$77.05 \$83.95 \$93.15	N/A	

B/L 2010-005 (s. 10), 2008-006, s. 12 and 13 (repealed 2010-005, s. 11), 2009-003 (repealed 2010-005, s. 12), 2009-012 (repealed 2010-005, s. 13), 2011-002 (s. 11), 2011-004 (s. 2), 2012-001 (s. 1), 2013-005 (s. 1, 2, 3); 2014-011 (s. 1); 2014-015 (s. 1); 2015-005 (s. 1); 2015-008 (s. 1, 2, 3); 2015-011(s.1); 2016-011, (s.1) ; 2017-007, (s.1,2,3)