

TOWN OF STOUGHTON

POLICY: Fees & Rates			COUNCIL RESOLUTION: Resolution # 179/19 Effective: July 1, 2019		
POLICY NUMBER: 19-006	DEPARTMENT: All	REVIEW DATE: July 1, 2020			

PURPOSE

To establish fees and rates for the Town of Stoughton.

DEFINITION

'Additional Hour' means any portion of time beyond the first sixty (60) minutes that an employee is engaged in a task. This charge is to be pro-rated to reflect the actual time it took to complete the task.

'First Hour' means either the first sixty (60) minutes that an employee is engaged in a task or any portion thereof.

'Hourly' means the rate per sixty (60) minutes and is pro-rated to reflect the actual time used.

POLICY STATEMENT

The following fees and rates shall be applied to any use of equipment or custom work completed by the Town employees or its contractors:

General Government:

Administrative fee on each invoice	For balances up to \$500	\$5.00
	For balances over \$501	\$10.00
Assessment appeals		\$50.00
Building permits for sheds or detached garages		\$25.00
Facsimile	First page	\$1.00
	Additional pages	\$0.25 each
Field sheets	Provided to professional	\$40.00
	Provided to homeowner	Free
Non-sufficient fund returns		\$50.00
Photocopying (cost per sheet)	Black & white	\$0.25
	Color	\$1.00
	Oversized	\$1.00
Tax certificates		\$25.00

Transportation Services:

Backhoe	Hourly	\$125.00
Bobcat	Hourly	\$100.00
Grader	Hourly	\$180.00

Grass cutting	First hour	\$40.00
	Additional hour	\$40.00
Labour		1.2 x hourly pay rate
Materials		Actual cost
Pin locate	First hour	\$50.00
	Additional hour	\$50.00
*after two hours the homeowner is to be contacted to discuss further action		
*rates are charged regardless of successful pin location		

Planning & Development:

Elm tree spraying:	Per tree	\$10.00
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Water & Sewer:

Hand snake rental		\$20.00
Meter line or other custom repair	Actual cost of labour & materials	
Pumping water on private property	Setup:	\$35.00
	Hourly rate	\$25.00
Sewer snake	First hour	\$100.00
	Additional hour	\$75.00
	Camera	\$50.00


In any case where a fee or rate is not specified above, charges are at the discretion of council. No rental is available for tools or equipment other than those listed above.

GST and PST are applied on top of the above rates as required.

All invoices are due and payable within 30 calendar days. Interest will be charged on all outstanding accounts at a rate of 2% per month.

In circumstances where extra employees or term positions are created for specific jobs, the following guidelines will apply:


Board of Revision	Sitting up to 4 hours	\$50.00
	Sitting between 4-8 hours	\$100.00
Election Staff	Employees	Regular hourly wage
	Term	TBD based on experience



 Mayor

June 18, 2019

 Date



 Administrator