

THE CORPORATION OF THE TOWN OF HAWKESBURY

By-law N° 36-2023

Being a by-law to impose fees for services or activities rendered by the Town of Hawkesbury

WHEREAS under section 391 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 a municipality may impose a fee for services or activities provided or done by or on behalf of any person, and;

WHEREAS it is deemed expedient to revise and update By-law N° 59-2019 adopted on November 12, 2019 and the fees imposed for services or activities rendered by the Town.

NOW THEREFORE, the Municipal Council of the Corporation of the Town of Hawkesbury enacts as follows:

1. **THAT** the fees as outlined in Schedules "A", "B", "C", "D", "E", "F" and "G" attached to and forming part of this By-law be imposed for services rendered by the Town unless specifically indicated in the schedules, these fees are not subjected to provincial or federal taxes.
2. **THAT** an administration fee of 15% shall be charged on all expenses encountered by the Town for the purpose of enforcing any municipal by-laws or other services rendered and for which these expenses are charged back to the taxpayer.
3. **THAT** all administration fees mentioned in the present by-law shall be paid in advance.
4. **THAT** fees provided for in the attached schedules to this By-law can be adjusted on an annual basis, if required by the administration and approved by Council.
5. **THAT** By-laws N° 40-2020, N° 43-2020, N° 59-2019 and N° 19-2022 be repealed.
6. **THAT** this by-law shall come into full force and effect upon its passing.

**READ A FIRST, SECOND AND ADOPTED UPON THIRD READING
THIS 26th DAY OF JUNE 2023.**


Robert Lefebvre, Mayor


Sonia Girard, Clerk

SCHEDULE A

Finance

Treasurer's written statement of arrears of taxes on each parcel of land as it appears in the Assessment Roll	\$90.00
Tax certificate	\$90.00
Water meter reading	\$60.00
Returned cheque by a financial institution	\$35.00
Reprinting invoice/statement (taxes, water and waste)	\$5.00
False alarms – OPP First false alarm in a 12-month period	No charge
2 nd false alarm and all subsequent alarms in a 12-month period (by-law N°45-2008)	\$100.00/alarm

SCHEDULE B

Planning

Application, research, encroachment, work order and any other document	\$100.00
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SCHEDULE C

Clerk

Service of a Commissioner for taking oaths or affidavits (except for proof of life for resident)	
Resident	\$20.00
Non-resident	\$30.00
Proof of life for resident	No charge
Burial permit	
Death in Hawkesbury	\$25.00
Death outside of Hawkesbury	\$40.00
Stillbirth	No charge
Marriage licence (By-law N°42-2022)	\$150.00
Civil ceremonies	
Registration	\$75.00
Administrative fees	\$100.00
Officiant fees	\$250.00
Witness (if provided by Town) (By-law N°42-2022)	\$25.00/witness

SCHEDULE D

Fire and By-law Enforcement

By-law Enforcement	
Garage sale permit (for 2 consecutive days)	\$10.00
Appeal on a decision Property standard, minor variances, taxi, signs, domestic animals	\$250.00
Dog licence Renewed before March 15 Renewed after March 15 Issued in November and December, includes following year Dog tag replacement	\$30.00 \$40.00 \$30.00 \$10.00
Kennel	\$450.00
Animal foster home	\$100.00
Impoundment fees First day Each day thereafter	\$85.00 \$45.00
Newcomers (with proof of registration in another municipality)	\$10.00
Registration of exotic animals	\$25.00

Fire	
Open air burning Burning permit	\$40.00
Conference room Half-day Full day	\$60.00 \$120.00 Plus taxes
File search File search, letter of conformity, Incident confirmation report, etc.	\$90.00
Fire alarm systems – False alarms First false alarm within a 12-month period Second false alarm within a 12-month period Third false alarm within a 12-month period (By-law N°11-2019)	No charge \$300.00 \$1,000.00
Fire apparatus Pump by the hour Ladder truck by the hour Ladder truck each additional hour	\$800.00 \$1750.00 \$875.00 Plus taxes
Fire extinguisher training Per participant (minimum of 8)	\$15.00 Plus taxes
Fire hose inspection Size 38-45mm Size 65mm Size 100mm	\$10.00 \$14.00 \$24.00 Plus taxes
Fire watch Required or upon request, includes 1 apparatus and 2 firefighters	\$ 250.00/h Plus taxes
Inspection and follow-up inspection Under 600 sq. meters, not to exceed 2 hours	\$150.00

600 - 2 000 sq. meters, not to exceed 3 hours	\$225.00
Over 2 000 sq. meters, not to exceed 5 hours	\$300.00
Additional hourly rate (when standard time is exceeded)	\$75.00
Occupant load	\$50.00
Compliance letter / LLBO Inspection / Special occasion / permit insp.	\$150.00
Licensed Day Care inspection	\$89.00
	Plus taxes
Other inspections	
Inspection for liquor licence application	\$150.00
Inspection of refreshment vehicle or food truck (Chip wagon)	\$100.00
	Plus taxes
Refilling compressed air cylinders	
30 minutes	\$10.00
45 minutes	\$12.00
	Plus taxes
Professional firefighters	
First hour	\$75.00
Every hour after first hour, rounded up to half hour	\$55.00
Part-time Firefighters	
First hour	\$48.00
Every hour thereafter, rounded up to half hour	\$40.00
Each hour during nine (9) declared holidays	\$72.00
Each hour during three (3) declared holidays	\$64.00
Bunker gear equipment cleaning	
Per suit	\$75.00
	Plus taxes
Breathing apparatus cleaning	
Per apparatus	\$50.00
Extinguishment foam (5 gallons)	
	\$250.00
	Plus taxes
Dry sprinkler powder aerosol (DSPA) Bomb (per unit)	
	\$1750.00
	Plus taxes
Absorbent (44 L)	
	\$65.00
	Plus taxes
Equipment and consumable products used during interventions involving dangerous materials	As per costs incurred by Town
Specialized equipment and machinery for the demolition of buildings (dangerous or fire)	As per costs incurred by Town

SCHEDULE E

Recreation and Tourism

Exclusive use of pool, including two lifeguards	\$138.00/h
Additional lifeguard	\$41.00/h
Hospital	\$77.00/h
Corridor	\$30.00/h
ORCA swimming club	\$77.00/h
Schools	\$77.00/h
Private lessons	\$30.00/ 0.5h
Semi-private lessons	\$23.00/ 0.5h
Multi-room at the Robert Hartley Sports Complex	
Public	\$20.00/h – court \$90.00/h – room
Residents	Residents get 40% off the fees
Schools and associations	Schools & associations get 60% off the fees
Community Hall at the Robert Hartley Sports Complex	
Meeting/assemblies for non-profit organisations	\$33.00/h
Private rental	\$36.00/h
Aqua and ice celebrations (to add hall to the reservation)	\$20.00/h
Installation/taking down equipment	Minimum \$20.00
** If an organisation would like to rent a room for free or at a reduced rate, they must submit a request for support**	
Ice rink at Robert Hartley Sports Complex	
Association	\$170.00/h
Primary schools	\$100.00/h
Secondary schools	\$120.00/h
Minor Hockey	\$150.00/h
Figure skating club	\$150.00/h
Hawks – practices	\$150.00/h
Hawks – games	\$167.50/h
Day rentals (7:00 am to 5:00 pm)	\$180.00/h
Night rentals and weekend rentals (after 5:00 pm)	\$232.00/h
Adult tournament	\$220.00/h
Minor Hockey Tournament	\$170.00/h
Ice celebrations	\$150.00/h
Slab rental (may to august)	\$60.00/h
Show on slab	\$1200.00/day
Parks	
Event for non-profit organisations	No charge
Baseball field (general adult)	\$20.00/h
Weekend rentals	\$240.00 for 3 days (Saturday & sunday, Free Friday night)

Kiosk at Pioneers' Place	Fee determined according to submission
Confederation Park – Public No electricity Standard electricity	No charge \$30.00/h
Confederation Park – Non-profit organisation events No electricity Standard electricity	No charge \$20.00/h
Gazebo Cleaning before event Chair rentals Table rentals	\$20.00 \$1.00/ chair \$4.00/ table
Parking pass – Boat launch access Resident (initial issuance) Non-resident (per season) Day pass	\$25.00 \$225.00 \$25.00
Boat mooring at Confederation Park	\$35.00 (24h)

*Rentals where a majority of participants are under the age of 15 are not taxable

SCHEDULE F

Public Works

Labour	Hourly rate as per collective agreement and salary scale in effect plus 20% benefits Plus taxes
Equipment	
Loader L4	\$150.00/h
Loader L5	\$150.00/h
Dump Truck	\$120.00/h
Backhoe	\$125.00/h
Generator	\$50.00/h
Street sweeper	\$175.00/h
Roller	\$80.00/h
Compressor	\$25.00/h
Kubota	\$75.00/h
Screco	\$200.00/h
Traffic lights	\$75.00/h
	Plus taxes

SCHEDULE G

Environment

Fees to thaw private water services for a job starting <u>during</u> normal business hours. Minimum one hour, and fees are rounded to the next half hour	155\$/ h
Fees to thaw private water services for a job starting <u>after</u> normal business hours. Minimum three hours, and fees are rounded to the next half hour. The following hours shall be charged at the hourly rate for normal business hours.	\$500/ 3h \$225/ h
Fees for filling up a tanker from the water filtration plant Tank of < 20m ³ (5,000 GI) Tank of > 20m ³ (5,000 GI)	\$100.00 \$175.00