

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

(Consolidated with By-laws N° 48-2023, 41-2024 and 19-2026)

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 **THAT** By-laws N° 40-2020, N° 43-2020, N° 59-2019 and N° 19-2022 be repealed.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

(consolidated with by-law N°19-2026)

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	\$250.00
(by-law N°45-2008)	\$500.00

SCHEDULE B

Planning

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

(consolidated with by-law N°19-2026)

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	\$85.00
Administrative fees	\$100.00
Officiant fees	\$300.00
Witness (if provided by Town) (By-law N°42-2022)	\$25.00/witness
Request for a last-minute ceremony 24-72 hours	\$100.00

SCHEDULE D

(consolidated with by-law N°41-2024 and N°19-2026)

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
Dog adoption via Town or 3rd Party	\$200.00 - \$800.00
Registration of exotic animals	\$25.00

Fire	
Open air burning Burning permit	\$40.00
Fireworks permit	\$100.00
Public and Special	
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 600 - 2 000 sq. meters, not to exceed 3 hours Over 2 000 sq. meters, not to exceed 5 hours Additional hourly rate (when standard time is exceeded) Occupant load Compliance letter / LLBO Inspection / Special occasion / permit insp. Licensed Day Care inspection	\$150.00 \$225.00 \$300.00 \$75.00 \$50.00 \$150.00 \$89.00 Plus taxes
Other inspections Inspection for liquor licence application Inspection of refreshment vehicle or food truck (Chip wagon)	\$150.00 \$100.00 Plus taxes
Refilling compressed air cylinders 30 minutes 45 minutes	\$10.00 \$12.00 Plus taxes
Professional firefighters First hour Every hour after first hour, rounded up to half hour	\$75.00 \$55.00
Part-time Firefighters First hour Every hour thereafter, rounded up to half hour Each hour during nine (9) declared holidays Each hour during three (3) declared holidays	\$48.00 \$40.00 \$72.00 \$64.00
Bunker gear equipment cleaning Per suit	\$75.00 Plus taxes
Breathing appartus cleaning Per apparatus	\$50.00 Plus taxes
Exinction foam (5 gallons)	\$250.00 Plus taxes
Dry sprinkler powder aerosol (DSPA) Bomb (per unit)	\$1750.00
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

(consolidated with by-law N°41-2024 and N°19-2026)

Recreation and Tourism

Pool at the Robert Hartley Sports Complex Exclusive use of pool, including two lifeguards Additional lifeguard Hospital Schools Private lessons Semi-private lessons Drop-in resident Drop-in non-resident	\$155.00/h \$45.00/h \$100.00/h \$100.00/h \$35.00/ 0.5h \$25.00/ 0.5h \$4.00/each \$7.00/each Taxes included
Multi-room at the Robert Hartley Sports Complex Public and non-resident Residents, schools and associations Access to the walking track Public and non-residents Residents	\$120.00/h – Hall \$25.00/1.5h – Court \$15.00/1.5h – Court Taxes included \$7.00/ day \$25.00/ month Senior: \$105.00/ year Adults: \$175.00/ year Students: \$75.00/ year Family: \$360.00/ year Free Taxes Included
Small recreations room Robert Hartley Sports Complex Room rental Maximum of 25 persons	\$25.00/h Taxes included
Community Hall at the Robert Hartley Sports Complex Room rental Installation/taking down equipment	\$40.00/h Minimum \$25.00 Taxes included
Annex 421	

Robert Hartley Sports Complex Room rental Maximum of 25 persons	\$25.00/h Taxes included
Ice rink at the Robert Hartley Sports Complex Association Primary schools Secondary schools Minor Hockey Figure skating club Hawks – practices Hawks – games Day rentals (7:00 am to 5:00 pm) Night rentals and weekend rentals (after 5:00 pm) Adult tournament Minor Hockey Tournament Slab rental (may to august) Show on slab Drop-in resident Drop-in non-resident	\$160.00/h \$105.00/h \$125.00/h \$150.00/h \$150.00/h \$155.00/h \$175.00/h \$190.00/h \$245.00/h \$230.00/h \$160.00/h \$15.00/h \$1260.00/day \$4.00/each \$7.00/each Taxes included
Park facility rentals Baseball field (general adult) Volleyball field Weekend rentals Kiosk at Pioneers' Place Confederation Park No electricity Standard electricity Cleaning of the lot before the event	\$25.00/h \$25.00/h \$255.00 for 3 days (Saturday & Sunday, Free Friday night) Fee determined according to submission \$20.00/h \$50.00 Taxes included
Parking pass – Boat launch access Resident (initial issuance) Non-resident (per season) Day pass Boat mooring	\$30.00 \$240.00 \$30.00 \$40.00 Taxes included
Boat mooring at Confederation Park	\$35.00 (24h) Taxes included

SCHEDULE F

(consolidated with by-law N°41-2024 and N°19-2026)

Public Works

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

Snow loads dumped at the Snow depot

Permit	\$100.00 (per season)
Tandem truck	\$50.00 per load
Three-axle truck	\$60.00 per load
40-foot trailer	\$90.00 per load

Engineering

Road cut inspection and supervision - (fees exclude testing services, any testing requirement will be charged to the applicant)	\$425.00 / 7 hour per day additional inspection fee will be charged beyond 7 hours per day Plus taxes
Culvert installation inspection	\$150.00 / inspection Plus taxes

Engineering hourly rate applicable to miscellaneous engineering request	\$110.00/h Plus taxes
Engineering technologist hourly rate applicable to miscellaneous engineering request	\$70.00/h Plus taxes

SCHEDULE G

(amended by by-law N°41-2024 and N°19-2026)

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 Plus taxes
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.	\$500/ 3h
The following hours shall be charged at the hourly rate for normal business hours.	\$225/ h Plus taxes
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

Service	Unit	2026	2027	2028
Fees to thaw private water services for a job starting <u>during normal business hours</u> . Minimum one hour, and fees are rounded to the next half hour - tax not included	/h	\$225	\$232	\$239
Fees to thaw private water services for a job starting <u>outside normal business hours</u> . Minimum three hours, and fees are rounded to the next half hour Additional hours shall be charged at the hourly rate of – tax not included	/3h	\$1,000	\$1,030	\$1,061
	/h	\$325	\$335	\$345

Fees for filling up a tanker from the drinking water plant – tax not included	Tank < 20m ³ (5,000 GI)	\$105	\$108	\$111
	Tank > 20m ³ (5,000 GI)	\$180	\$185	\$191
Municipal Fire Hydrant fire flow testing – tax not included	Each	\$200	\$206	\$212
Water Connection - 3/4" pipe - tax not included	Each	\$1,800	\$1,854	\$1,910
Water Connection - 1" pipe - tax not included	Each	\$2,400	\$2,472	\$2,546
Water Connection - 1 1/4" pipe - tax not included	Each	\$3,000	\$3,090	\$3,183
Water Connection - 1 1/2" pipe - tax not included	Each	\$3,600	\$3,708	\$3,819
Water Connection - 2" pipe - tax not included	Each	\$4,800	\$4,944	\$5,092
Fees for filling up a tanker from the water filtration plant				
Tank of < 20m ³ (5,000 GI)				\$100.00
Tank of > 20m ³ (5,000 GI)				\$175.00