

The Corporation of the City of Pembroke

By-law Number 2023-44

A By-law to establish fees and charges on persons for payment of municipal services, activities and use of municipal property for the City of Pembroke.

Whereas pursuant to section 391(1) of the *Municipal Act*, c, 25, S.O. 2001, as amended, a municipality is authorized to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done on behalf of any other municipality or any local board; and for the use of its property including property under its control;

And Whereas pursuant to section 391(3) of the *Municipal Act*, c, 25, S.O. 2001, as amended, a Municipality is authorized to impose fees or charges on persons for costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

And Whereas unpaid fees or charges imposed pursuant to the by-law are subject to an interest rate of one percent (1%) per month;

And Whereas pursuant to sections 398 of the *Municipal Act*, c, 25, S.O. 2001, as amended, the fees or charges imposed pursuant to this by-law constitute a debt owed to the Corporation of the City of Pembroke for which the Treasurer may add 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;

Now therefore in the Municipal council of the Corporation of the City of Pembroke enacts as follows:

1. That the Corporation of the City of Pembroke adopts the attached schedules of department user fees, hereto and forming a part hereof:
 - (a) Schedule "A" – Administration Department Fees;
 - (b) Schedule "B" – Planning & Building Department Fees;
 - (c) Schedule "C" – Operations Department Fees;
 - (d) Schedule "D" – Recreation & Facility Fees;
 - (e) Schedule "E" – Fire Department Fees.
2. That By-laws 2022-35, 2016-18, 2019-43, 2021-57, 2021-58 and any other by-law inconsistent with the provision contained in this by-law are hereby repealed.
3. This by-law shall come into force and take effect on June 1, 2023.

Passed and Enacted This 6th Day of June 2023

Ron Gervais
Mayor

Dave Unrau
Chief Administrative Officer

Schedule A to By-law 2023-44 – Administration Department Fees

Miscellaneous	Fee
Tax Certificate	\$50.00
NSF/Returned Cheque or Rejected Pre-authorized Payment	\$40.00
Tax Account Research and Reporting – More than 2 years of taxes and/or historical Paper Archive Record Retrieval/Research required	\$10 per ¼ hour
Tax Rolling Fee (one time annual)	\$50.00
Photocopies	\$1.00 first page \$0.50 each additional page
Quit Claim By-law Charge	\$25.00

Marriage License	Fee
Resident – Proof Required	\$125.00
Non-resident	\$150.00

Civil Marriage	Fee
Ceremony – Full Payment	\$ 300.00
Deposit	\$ 100.00
Balance if Deposit Prepaid	\$ 200.00
Cost per witness	\$ 25.00

Burial Permit	Fee
Burial Permit – In town death	\$15.00
Burial Permit – Out of town death	\$25.00
Emergency Burial Permit	\$40.00

Commissioner of Oath Services	Fee
Resident – proof required	\$10.00
Non-resident	\$20.00

Pet Tags (Dog and Cat)	Fee
Spayed	\$20.00
Unsterilized	\$30.00
Replacement of Lost Tag	\$5.00
Dog Park Tag	\$10.00

False Alarms – Police Services	Fee
First Alarm	Written notice provided to owner
Second & Subsequent alarms within the same calendar year	\$300.00 plus HST per occurrence

Taxi	Fee
Taxicab Owner License	\$500.00
Taxicab Owner License Renewal	\$200.00
Replacement License for New Taxicab	\$75.00
Taxicab Driver License	\$75.00
Taxicab Driver License Renewal	\$75.00
Unscheduled resealing of a taximeter	\$10.00
Replacement of photo identification/license (loss, theft or change of stand or name)	\$15.00
Taxicab Owner License Pro-Rate fee	\$500.00 fee divided by the remaining months to the license expire date

Limousine	Fee
Limousine or Luxury Limousine Owner License	\$500.00
Limousine or Luxury Limousine Owner License Renewal	\$200.00
Replacement License for a New Limousine or Luxury Limousine	\$75.00
Replacement of Photo identification License (loss, theft, or change of limousine companies)	\$15.00
Replacement license for a New Limousine or Luxury Limousine Number Plate	\$65.00
Limousine or Luxury Limousine Driver License	\$75.00
Limousine or Luxury Limousine Driver License Renewal	\$75.00
Limousine or Luxury Limousine Owner License Pro-Rate fee	\$500.00 fee divided by the remaining months to the license expire date

Schedule B to By-law 2023-44 – Planning & Building Department Fees

Sign Permit Fees

Portable Sign Permit	Fee
Minimum Sign Permit Fee Plus one of the following	\$ 50.00
• 6 months	\$ 55.00
• 12 months	\$ 110.00
Regular Sign Permit	\$ 10.00 for each \$1,000.00 of construction value or part thereof plus \$ 50.00 Administrative Fee.

Planning Department Fees

Miscellaneous Service	Fee
Zoning By-law Amendment	\$ 1,000.00 plus HST
Official Plan Amendment	\$ 1,200.00 plus HST
Official Plan and Zoning By-law Amendment	\$ 1,500.00 plus HST
Zoning, Motor Vehicle Compliance and Environmental Inquiries	\$ 100.00 plus HST
Minor Variance	\$ 700.00 plus HST
Consent to Sever Application	\$ 800.00 plus HST
Site Plan Agreement	\$ 1,000.00 plus HST
Zoning By-law Text	\$ 25.00 plus HST
Plan of Subdivision/Condo	\$ 2,000.00 plus HST
Subdivision Agreements	\$ 400.00 plus HST
Encroachment Agreements	\$ 450.00 plus HST
Part Lot Control	\$ 500.00 plus HST
Redline Changes to Plan of Subdivision	\$ 800.00 plus HST

Schedule C to By-law 2022-44 – Operations Department Fees

Carts & Bins	Fees
Green Organic Cart (64 gal/204L)	\$129.20 plus HST
Blue Box Recycling Container	\$12.39 plus HST
Yellow Recycling Container with Mesh Cover	\$46.02 plus HST
Organic Kitchen Bin	\$6.19 plus HST
Mesh Cover for Recycling Container	\$11.50 plus HST

Private Service Charges

Street Sweeper	Fees
Work Hours	Current OPSS 127 rate + Operator rate
After Hours	Current OPSS 127 rate + Operator overtime rate

Snow Disposal Facility	Fees
Refundable Key (non-electronic) Deposit	\$30.00 plus HST
Non-refundable Deposit which pays for first 25 Loads	\$ 400.00 plus HST
Each additional load over 25	\$ 15.00 plus HST

Maintenance & Capital Works (if a property owner or contractor requests additional work while the City is doing an internal Capital Project, (City staff or rental contract) the following will apply:	Fees
Labour	Cost + 35% plus HST
Equipment	Current OPSS 127 rate
Materials	Cost + 10% plus HST
Rental Contract	Cost plus HST
Contracted Work (third party)	Cost plus HST
Administrative Fee	10% charge on above (Labour + Equipment + Materials + Rental Contract + Contracted Work) plus HST)

City staff required to complete work on a Capital project due to licencing requirements and/or inspection needs (i.e. water shut off/turn on, flushing, sampling, testing, etc.), are to be scheduled a minimum of 36 hours in advance for a mutually acceptable time. The City will endeavour to meet the contractor's schedule where at all possible, but may have to adjust the schedule to reduce overtime hours. Should the contractor fail to schedule with the City appropriately, or fail to meet the schedule agreed to, the City will back charge the contractor for all labour and equipment required on site as deemed necessary by the City. Overtime rates will apply for after-hours work. The Contractor shall be ready, in advance of the City arrival on site, for the work to be completed by the City. This will include any advance excavations, preparation work, etc.

Recovery of Costs – Property Damaged by Motorist

The City of Pembroke will seek the recovery of any costs incurred through the repair/replacement of City property that has been damaged by a motorist. Any driver, or his/her insurance carrier, will be invoiced according to the fee structure established in Schedule C of this By-Law under the "Maintenance & Capital Works" heading.

Water Turn On/Off/Trip	Fee
Work Hours	\$ 43.25 plus HST
After Hours	\$ 68.00 plus HST

Water Service/Meter Inspections/Trip	Fee
Work Hours	\$ 43.25 plus HST
After Hours	\$ 68.00 plus HST

Sewer Service Inspections/Trip	Fee
Work Hours	\$ 43.25 plus HST
After Hours	\$ 68.00 plus HST

Storm Service Inspections/Trip	Fee
Work Hours	\$ 43.25 plus HST
After Hours	\$ 68.00 plus HST

Miscellaneous	Fee
Leak Detection Equipment	\$ 200.00 Flat Rate + Labour + Equipment plus HST
Small Live Tap (within City limits)	\$ 50.00/Tap + Labour + Equipment plus HST
Small Live Tap (outside City)	\$ 350.00/Tap + Labour + Equipment plus HST
Large Live Tap (within City limits)	\$ 750.00/Tap + Labourer + Equipment plus HST
Large Live Tap (outside City)	\$ 1,250.00/Tap + Labour + Equipment plus HST
Backflow Prevention Testing	\$ 100.00/Test + Labour + Equipment plus HST
Water Meters	(current actual cost + 10%) + 10% administrative fee plus HST
Bulk Water	\$ 5.50/1000 litres
Refundable Access Device Deposit	\$ 30.00 plus HST
Septage/Sewage Disposal Rates Plus: Administrative charge (\$10.00 plus HST) on all loads under .38m ³	\$ 28.35/m ³ plus HST
By-law Enforcement	\$ 100.00 flat fee + applicable fees (see Capital Works)

* Labour and equipment will be charged as noted in the Maintenance and Capital Works section

Daily Rental Fee for Tools	Fee
Hydrant Hose	\$ 25.00 plus HST
Flasher Barricades	\$ 5.00 plus HST
Wooden Barricades	\$ 5.00 plus HST
Portable Road Signs	\$ 5.00 plus HST

Culvert Extensions	Fee
4 feet	\$ 765.56 plus HST
5 feet	\$ 934.79 plus HST
6 feet	\$ 1,064.16 plus HST

Schedule D to By-law 2023-44 – Recreation and Facility Fees

Ball & Soccer Field Rental (Hourly) Ball – Fields Draggd & Bases Only	Fee
Minor – no lights	\$11.00 plus HST
Minor – with lights	\$16.00 plus HST
Adult – no lights	\$15.00 plus HST
Adult – with lights	\$24.00 plus HST

Ball & Soccer Field Rental (Hourly) Ball – Fields Fully Prepared	Fee
Minor – no lights	\$11.00 plus HST
Minor – with lights	\$16.00 plus HST
Adult – no lights	\$15.00 plus HST
Adult – with lights	\$24.00 plus HST

Marina Rates	Fee
Daily Slip	\$31.92 plus HST
Weekly Slip	\$6.92/ft. plus HST
Seasonal Slip	\$31.92/ft. plus HST
Seasonal Shore Power	\$143.64 plus HST

Launching	Fee
Daily	\$7.71 plus HST
Seasonal	\$90.44 plus HST

Pump out Service	Fee
Weekday (Monday – Thursday)	\$9.58 plus HST
Weekend (Friday – Sunday)	\$12.77 plus HST

Dry Docking	Fee
Seasonal	\$106.40 plus HST
Off Season	\$345.80 plus HST

Amphitheatre	Fee
Rental – up to 4 hours	\$100.00 plus HST
Between 4 and 8 hours	\$175.00 plus HST

Riverside Park Campground Serviced Camp Site (Please note 7 days cancellation required or 25% cancellation fee applies)	Fee
Nightly	\$40.43 plus HST
Weekly (maximum 2 weeks)	\$255.36 plus HST
Sewage Pump Out	\$9.42 plus HST
Use of the Dog Park	No Charge

Riverside Park Campground Unserviced Camp Site (Please note 7 days cancellation required or 25% cancellation fee applies)	Fee
Nightly	\$34.05 plus HST
Weekly (maximum 2 weeks)	\$212.80 plus HST
Use of the Dog Park	No Charge

Pavilions	Fee
Flat Rate Rental	\$25.00 plus HST

Mini-Golf & Horseshow Pits	Fee
Adults, Youth, Seniors	
Child (14 and under)	
TGIF (July and August) 14 and under	

Miscellaneous	Fee
Ice	\$4.50

Kinsmen Pool

(Public Swim, Lessons, Pool Memberships and Rentals Effective August 1, 2023)

Public Swim	Fee
Senior (60+)/Student 14-17 years	\$3.54 plus HST
Algonquin College (Full Time Students)	\$3.54 plus HST
Adult	\$4.20 plus HST
Child (4-13 years)	\$ 2.50
Child (3 and under with adult supervision)	No Charge

Lessons	Fee	Non-Resident Fee
Private	\$54.00	Additional \$42.00
Parent & Tots	\$59.00	Additional \$46.00
Preschool	\$59.00	Additional \$46.00
Swimmer 1-2	\$59.00	Additional \$46.00
Swimmer 3-6	\$67.00	Additional \$52.00
Swimmer 7-10	\$69.00	Additional \$54.00
Adult	\$66.00 plus HST	Additional \$51.00
Aquatic Membership	\$66.00 plus HST	Additional \$51.00
Aquatic Drop-In	\$8.85 plus HST	No fee
Ladies Red Cross Membership	\$52.00 plus HST	Additional \$41.00
Ladies Red Cross Drop-In	\$6.64 plus HST	No fee

Instructor Courses	Fee	Non-Resident Fee
Bronze Programs	\$205.00 plus HST	No fee
National Lifeguard	\$234.00 plus HST	No fee
Instructor Courses (Lifesaving Instructor and Swim Instructor)	\$234.00 plus HST	No fee
Standard First Aid	\$128.00 plus HST	No fee
National Lifeguard Recert	\$69.00 plus HST	No fee
Combined Courses (Bronze Programs Only)	\$350.00 plus HST	No fee

Pool Membership – 1 month (Additional non-resident fee of \$32.00 applies)	Fee
Adult	\$47.00 plus HST

Pool Membership – 3 months (Additional non-resident fee of \$32.00 applies)	Fee
Senior (60+) / Student 14-17 years	\$81.00 plus HST
Algonquin College (Full Time Students)	\$81.00 plus HST
Adult	\$113.27 plus HST
Child	\$42.50
Family	\$141.00 plus HST

Pool Membership – 6 months (Additional non-resident fee of \$30.00 applies)	Fee
Senior (60+) / Student 14 – 17 years	\$134.00 plus HST
Algonquin College (Full Time Student)	\$134.00 plus HST
Adult	\$198.00 plus HST
Child	\$77.00
Family	\$254.00 plus HST

Pool Membership - 12 months (Additional non-resident fee of \$30.00 applies)	Fee
Senior (60+) / Student 14 – 17 years	\$245.00 plus HST
Algonquin College (Full Time Students)	\$245.00 plus HST
Adult	\$367.00 plus HST
Child	\$128.00
Family	\$482.00 plus HST

Pool Rental	Fee
Basic (1-50 people)	\$78.00 plus HST
Basic (51-100 people)	\$104.00 plus HST
Additional Life Guards	\$24.50 plus HST
School Boards (lessons)	\$104.00 plus HST
Wading Pool	\$24.50 plus HST

Pembroke Memorial Centre and PACC

(Ice Rentals & Activity Room Rates Effective August 1, 2023)

Public Skating	Fee
Senior (60+) / Student 14 -17 years	\$3.25 (includes HST)
Adult	\$3.75 (includes HST)
Child	\$2.00

Public Skating Pass Card	Fee
Senior (60+) / Student 14 – 17 years	\$22.00 (includes HST)
Adult	\$27.00 (includes HST)
Child	\$15.00

Ice Rental – Hourly	Fee
Adult – Prime Time	\$186.20/hour plus HST
Adult/Youth (birthday parties) – Non-Prime Time	\$127.68/hour plus HST
Minor Sports and Youth Groups	\$117.04/hour plus HST
Minor Sports – Out of Town	\$148.96/hour plus HST
School Boards	\$ 101.08/hour plus HST
Minor Sports (Mon – Fri 6:00 a.m. to 9:00 a.m.) & School tournaments & Hockey Academy	\$ 68.10/hour plus HST
Minor – Programs/Clinics	\$ 143.64/hour plus HST

Facility Rental PMC & PACC	Fee
Concerts – Non-Profit Organization	\$1,500.00/day plus HST
Concerts – For Profit	\$2,500.00/day plus HST
Circus	\$2,000.00/day plus HST
Additional Days	\$500.00/day plus HST
Arena Floor	\$40.00/hour plus HST
Rental Cancellation Fee	50% if not cancelled within 7 days of rental
Ticket Sales – For Profit/per ticket	\$2.00
Ticket Sales – Non-Profit/per ticket	\$1.00
Tickets under \$10.00/per ticket	\$0.50

Activity Rooms	Fee
PMC Suite “A” (12 persons maximum occupancy)	
Lumber Kings Games (flat rate)	\$125.00 plus HST
Concerts (flat rate)	\$125.00 plus HST

PACC/PMC Activity Room	Fee
Birthday Party	\$31.92 plus HST
Day Rate – Maximum 8 hours	\$106.40 plus HST

Non-Resident Fees	Fees
Hockey	\$451.00/per person
Skating	\$293.00/per person
Ball	\$146.00/per person
Soccer	\$18.00/per person

Miscellaneous	Fee
Skate Sharpening Fee (pair)	\$4.43 plus HST

Replacement Costs for Tables & Chairs	Fee
Tables (each)	\$200.00 plus HST
Chairs (each)	\$50.00 plus HST

Business Operations Fees

Please note that a City of Pembroke License is also required (By-law 1998-13 as amended) as well as a PBIA Associate Membership if within PBIA boundaries.

Semi-Annual Business (Seasonal – May 1st to Thanksgiving)	Fee
Sidewalk Cart	\$100.00 plus HST
Mobile Food Unit	\$312.50 plus HST

Annual Business (January 1 to December 31)	Fee
Sidewalk Cart	\$200.00 plus HST
Mobile Food Unit	\$625.00 plus HST

Schedule E to By-law 2023-44 – Fire Department Fees

Miscellaneous Services	Fee
Fire Permit including Initial Site Inspection	\$100.00
Fire Permit Annual Renewal (No changes to initial Site Plan)	\$50.00
Consumer Fireworks Permit	\$50.00
Display Fireworks Permit	\$100.00
File Search	\$100.00 plus HST
SCBA (Self Contained Breathing apparatus) Refills (per bottle)	\$20.00 plus HST
Vehicle Accidents	\$600.81 per hour plus HST
Water Rescue – Ottawa River (towing fees for non-residents)	\$600.81 per hour plus HST
Fire Watch or Standby (Deemed necessary & approved by the Fire Chief)	\$100.00 per hour plus HST
Fire Scene Cause Determination	\$200.00 per hour or part. Minimum of \$200.00 plus HST
Vehicle Gasoline Leak Clean-up	\$200.00 per hour plus HST
Private Contractor Charges	Actual costs plus Administrative Fees & HST
Copy of Inspections	\$100.00 plus HST
Copy of Incident Reports	\$100.00 plus HST
Supply/Installation of Smoke Alarms and CO Detectors and Combination Smoke and CO Alarms	\$75.00 plus cost of alarm/detector plus HST
Supply/Installation of Batteries	\$10.00 plus HST

False Alarms	Fee
1 st False Alarm – Letter of warning	No Charge
2 nd False Alarm in a 12-month period	\$337.50 plus HST
3 rd False Alarm and any subsequent false alarm(s) within a 12-month period	\$675.00 plus HST

Inspections	Fee
Retrofit Inspections (first and second)	No Charge
Retrofit Inspections (third and subsequent)	\$100.00 per hour or no minimum \$100.00 plus HST
LCBO Inspections	\$100.00 plus HST
Private Day Care License	\$100.00 plus HST
Business Compliance Request	\$100.00 plus HST

Note:

1. Extraordinary Costs – where extraordinary costs are incurred in providing the services set out in this schedule, the Pembroke Fire Department may charge a fee in addition to that set out in Schedule E.
2. Unusual Circumstances – where any emergency or non-emergency service that requires equipment, apparatus, materials, or labour including but not limited to the use of contractors and or contractors' equipment, the Pembroke Fire Department may charge a fee reflecting the additional costs to perform the service.