

The Corporation of the City of Pembroke

By-law Number 2024-47

**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2021-58, 2023-44, 2024-39 and any other by-law inconsistent with the provision contained in this by-law are hereby repealed.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 July 16, 2024.

**Passed and Enacted This 16<sup>th</sup> Day of July 2024**

  
Ron Gervais  
Mayor

  
Dave Unrau  
Chief Administrative Officer

**Schedule A to By-law 2024-47 – Administration Department Fees**

<b>Miscellaneous</b>	<b>Fee</b>
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

<b>Marriage License</b>	<b>Fee</b>
Resident – Proof Required	\$125.00
Non-resident	\$150.00

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

<b>Burial Permit</b>	<b>Fee</b>
Burial Permit – In town death	\$15.00
Burial Permit – Out of town death	\$25.00
Emergency Burial Permit	\$40.00

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

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

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

**Schedule B to By-law 2024-47 – Planning & Building Department Fees**

**Sign Permit Fees**

<b>Portable Sign Permit</b>	<b>Fee</b>
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**

<b>Miscellaneous Service</b>	<b>Fee</b>
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 2024-47– Operations Department Fees**

<b>Carts &amp; Bins</b>	<b>Fees</b>
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**

<b>Street Sweeper</b>	<b>Fees</b>
Work Hours	Current OPSS 127 rate + Operator rate
After Hours	Current OPSS 127 rate + Operator overtime rate

<b>Snow Disposal Facility</b>	<b>Fees</b>
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

<b>Maintenance &amp; Capital Works</b> (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:	<b>Fees</b>
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.

<b>Water Turn On/Off/Trip</b>	<b>Fee</b>
Work Hours	\$ 45.70 plus HST
After Hours	\$ 71.95 plus HST

<b>Water Service/Meter Inspections/Trip</b>	<b>Fee</b>
Work Hours	\$ 45.70 plus HST
After Hours	\$ 71.95 plus HST

<b>Sewer Service Inspections/Trip</b>	<b>Fee</b>
Work Hours	\$ 45.50 plus HST
After Hours	\$ 71.50 plus HST

<b>Storm Service Inspections/Trip</b>	<b>Fee</b>
Work Hours	\$ 45.50 plus HST
After Hours	\$ 71.50 plus HST

<b>Miscellaneous</b>	<b>Fee</b>
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 + Labour + 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	\$ 6.00/1000 litres
Refundable Access Device Deposit	\$ 33.00 plus HST
Septage/Sewage Disposal Rates Plus: Administrative charge (\$10.00 plus HST) on all loads under .38m <sup>3</sup>	\$ 30.30/m <sup>3</sup> 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

<b>Daily Rental Fee for Tools</b>	<b>Fee</b>
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

<b>Culvert Extensions</b>	<b>Fee</b>
1.8 m (6 feet) CSP	\$ 1,223.35 plus HST

<b>Culvert Installations</b>	<b>Fee</b>
6 m (20 feet) Corrugated Steel Pipe CSP	\$2,248.70
7 m (23 feet) CSP	\$2,321.60
6 m (20 feet) High Density Polyethylene	\$2,111.51

**Schedule D to By-law 2024-47 – Recreation and Facility Fees**

<b>Ball Diamond Rental (Hourly) Ball - Fields Dragged and Bases Only</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Minor – no lights	\$11.55 plus HST	\$12.13 plus HST	\$12.76 plus HST
Minor – with lights	\$16.80 plus HST	\$17.64 plus HST	\$18.52 plus HST
Adult – no lights	\$15.75 plus HST	\$16.54 plus HST	\$17.37 plus HST
Adult – with lights	\$25.20 plus HST	\$26.46 plus HST	\$27.78 plus HST

<b>Ball Diamond Rental (Hourly) Ball - Fields Fully Prepared</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Minor – no lights	\$15.75 plus HST	\$16.54 plus HST	\$17.37 plus HST
Minor – with lights	\$21.00 plus HST	\$22.05 plus HST	\$23.15 plus HST
Adult – no lights	\$19.95 plus HST	\$20.95 plus HST	\$22.00 plus HST
Adult – with lights	\$29.40 plus HST	\$30.87 plus HST	\$32.41 plus HST

<b>Soccer Fields (Hourly)</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Minor – no lights	\$21.00 plus HST	\$22.05 plus HST	\$23.15 plus HST
Minor – with lights (starting at 8 pm)	\$27.30 plus HST	\$28.67 plus HST	\$30.10 plus HST
Adult – no lights	\$21.00 plus HST	\$22.05 plus HST	\$23.15 plus HST
Adult – with lights (starting at 8 pm)	\$29.40 plus HST	\$30.87 plus HST	\$32.41 plus HST

<b>Marina Rates</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Daily Slip	\$33.52 plus HST	\$35.20 plus HST	\$36.96 plus HST
Seasonal Slip	\$33.52 plus HST	\$35.20 plus HST	\$36.96 plus HST
Seasonal Shore Power	\$150.78 plus HST	\$158.32 plus HST	\$166.24 plus HST

<b>Launching</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Daily	\$8.10 plus HST	\$8.51 plus HST	\$8.94 plus HST
Seasonal	\$94.96 plus HST	\$99.71 plus HST	\$104.70 plus HST

<b>Pump out Service</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Weekday (Monday – Thursday)	\$10.06 plus HST	\$10.56 plus HST	\$11.09 plus HST
Weekend (Friday – Sunday)	\$13.41 plus HST	\$14.08 plus HST	\$14.78 plus HST

<b>Dry Docking</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Seasonal	\$111.72 plus HST	\$117.31 plus HST	\$123.18 plus HST
Off Season	\$363.09 plus HST	\$381.24 plus HST	\$400.30 plus HST

<b>Amphitheatre</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Rental – up to 4 hours	\$105.00 plus HST	\$110.25 plus HST	\$115.76 plus HST
Between 4 – 8 hours	\$183.75 plus HST	\$192.94 plus HST	\$202.59 plus HST

<b>Riverside Park Campground – Serviced Camp Site</b> (Please note 7 days cancellation required or 50% cancellation fee applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Nightly	\$42.45 plus HST	\$44.57 plus HST	\$46.80 plus HST
Sewage Pump Out	\$9.89 plus HST	\$10.38 plus HST	\$10.90 plus HST
Use of Dog Park	No charge	No charge	No charge

<b>Riverside Park Campground – Unserviced Camp Site</b> (Please note 7 days cancellation required or 50% cancellation fee applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Nightly	\$35.75 plus HST	\$37.54 plus HST	\$39.42 plus HST
Use of Dog Park	No charge	No charge	No charge

<b>Pavillions</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Flat Rate Rental	\$26.25 plus HST	\$27.56 plus HST	\$28.94 plus HST

<b>Mini Golf and Horseshoe Pits</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Adults, Youth, Seniors	\$3.40 includes HST	\$3.55 includes HST	\$3.75 includes HST
Child (14 and under)	\$2.10 includes HST	\$2.20 includes HST	\$2.30 includes HST
TGIF (July and August) 14 and under	\$1.05 includes HST	\$1.10 includes HST	\$1.15 includes HST

**Kinsmen Pool  
(Public Swim, Lessons, Pool Memberships and Rentals Effective August 1<sup>st</sup>, annually)**

<b>Public Swim</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Senior (60+) and Student 14 – 17 years	\$4.20 includes HST	\$4.40 includes HST	\$4.60 includes HST
Algonquin College (Full Time Student)	\$4.20 includes HST	\$4.40 includes HST	\$4.60 includes HST
Adult	\$5.00 includes HST	\$5.25 includes HST	\$5.50 includes HST
Child (4-13 years)	\$2.65 includes HST	\$2.80 includes HST	\$2.95 includes HST
Child (3 and under with adult supervision)	No charge	No charge	No charge

<b>Lessons</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Private	\$56.70	\$59.54	\$62.52
Parent & Tots	\$61.95	\$65.05	\$68.30
Preschool	\$61.95	\$65.05	\$68.30
Swimmer 1-2	\$61.95	\$65.05	\$68.30
Swimmer 3-6	\$70.35	\$73.87	\$77.56
Swimmer 7-10	\$72.45	\$76.07	\$79.87
Adult	\$69.30 plus HST	\$72.77 plus HST	\$76.41 plus HST
Aquatic Membership	\$69.30 plus HST	\$72.77 plus HST	\$76.41 plus HST
Aquatic Drop-In	\$9.29 plus HST	\$9.75 plus HST	\$10.24 plus HST
Ladies Red Cross Membership	\$54.60 plus HST	\$57.33 plus HST	\$60.20 plus HST
Ladies Red Cross Drop-In	\$6.97 plus HST	\$7.32 plus HST	\$7.69 plus HST

<b>Instructor Courses</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Bronze Programs	\$215.25 plus HST	\$226.01 plus HST	\$237.31 plus HST
National Lifeguard	\$245.70 plus HST	\$257.99 plus HST	\$270.89 plus HST
Instructor Courses (Lifesaving Instructor and Swim Instructor)	\$245.70 plus HST	\$257.99 plus HST	\$270.89 plus HST
Standard First Aid	\$134.40 plus HST	\$141.12 plus HST	\$148.18 plus HST
National Lifeguard Recert	\$72.45 plus HST	\$76.07 plus HST	\$79.87 plus HST
Combined Courses (Bronze Programs Only)	\$367.50 plus HST	\$385.88 plus HST	\$405.17 plus HST

<b>Pool Membership – 1 Month</b> (additional non-resident fee of \$32.00 applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Adult	\$49.35 plus HST	\$51.82 plus HST	\$54.41 plus HST

<b>Pool Membership – 3 Months</b> (additional non-resident fee of \$32.00 applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Senior (60+ years) and Student 14-17 years	\$85.05 plus HST	\$89.30 plus HST	\$93.77 plus HST
Algonquin College (Full Time Student)	\$85.05 plus HST	\$89.30 plus HST	\$93.77 plus HST
Adult	\$118.86 plus HST	\$124.80 plus HST	\$131.04 plus HST
Child	\$44.63	\$46.86	\$49.20
Family	\$148.05 plus HST	\$155.45 plus HST	\$163.22 plus HST

<b>Pool Membership – 6 Months</b> (additional non-resident fee of \$30.00 applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Senior (60+ years) and Student 14-17 years	\$140.70 plus HST	\$147.74 plus HST	\$155.13 plus HST
Algonquin College (Full Time Student)	\$140.70 plus HST	\$147.74 plus HST	\$155.13 plus HST
Adult	\$207.90 plus HST	\$218.30 plus HST	\$229.22 plus HST
Child	\$80.85	\$84.89	\$89.13
Family	\$266.70 plus HST	\$280.04 plus HST	\$294.04 plus HST

<b>Pool Membership – 12 Months</b> (additional non-resident fee of \$30.00 applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Senior (60+ years) and Student 14-17 years	\$257.25 plus HST	\$270.11 plus HST	\$283.62 plus HST
Algonquin College (Full Time Student)	\$257.25 plus HST	\$270.11 plus HST	\$283.62 plus HST
Adult	\$385.35 plus HST	\$404.62 plus HST	\$424.85 plus HST
Child	\$134.40	\$141.12	\$148.18
Family	\$506.10 plus HST	\$531.41 plus HST	\$557.98 plus HST

<b>Pool Rental</b> (please note 7 days cancellation required or 50% cancellation fee applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Basic (1-50 people)	\$81.90 plus HST	\$86.00 plus HST	\$90.30 plus HST
Basic (51-100 people)	\$109.20 plus HST	\$114.66 plus HST	\$120.39 plus HST
Additional Lifeguards	To be calculated	To be calculated	To be calculated
School Boards (lessons)	\$109.20 plus HST	\$114.66 plus HST	\$120.39 plus HST
Wading Pool	To be calculated	To be calculated	To be calculated

**Pembroke Memorial Centre and PAAC  
(Ice Rentals and Activity Room Rates Effective August 1<sup>st</sup>, annually)**

<b>Public Skating</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Senior (60 + years) / Student 14-17 years	\$3.40 including HST	\$3.55 including HST	\$3.75 including HST
Adult	\$3.95 including HST	\$4.15 including HST	\$4.35 including HST
Child	\$2.10	\$2.20	\$2.30

<b>Public Skating Pass Card</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Senior (60 + years) / Student 14-17 years	\$23.10 including HST	\$24.25 including HST	\$25.45 including HST
Adult	\$28.35 including HST	\$29.75 including HST	\$31.25 including HST
Child	\$15.75	\$16.55	\$17.40

<b>Ice Rental - Hourly</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Adult–Prime Time	\$195.51/hour plus HST	\$205.29/hour plus HST	\$215.55/hour plus HST
Adult/Youth (birthday parties) Non-Prime Time	\$134.06/hour plus HST	\$140.76/hour plus HST	\$147.80/hour plus HST
Minor Sports and Youth Groups	\$122.89/hour plus HST	\$129.03/hour plus HST	\$135.48/hour plus HST
Minor Sports – Out of Town	\$156.41/hour plus HST	\$164.23/hour plus HST	\$172.44/hour plus HST
School Boards	\$106.13/hour plus HST	\$111.44/hour plus HST	\$117.01/hour plus HST
Minor Sports (Mon-Fri 6 am – 9 am) and School Tournaments and Hockey Academy	\$71.51/hour plus HST	\$75.09/hour plus HST	\$78.84/hour plus HST
Minor – Programs /Clinics	\$150.82/hour plus HST	\$158.36/hour plus HST	\$166.28/hour plus HSt

<b>Facility Rental PMC and PACC</b> Prices do not include HST (please note 7 days cancellation required or 50% cancellation fee applies)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Concerts – non-Profit Organization	\$1,575.00 per day	\$1,653.75 per day	\$1,736.44 per day
Concerts – for profit	\$2,625.00 per day	\$2,756.25 per day	\$2,894.06 per day
Circus	\$2,100.00 per day	\$2,205.00 per day	\$2,315.25 per day
Additional Days	\$525.00 per day	\$551.25 per day	\$578.81 per day
Arena Floor	\$42.00 per hour	\$44.10 per hour	\$46.31 per hour

<b>Activity Room – PMC Suite “A”</b> (12 person maximum occupancy)	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Sponsors (flat rate)	\$105.00 plus HST	\$110.25 plus HST	\$115.76 plus HST
Individual Rentals (flat rate)	\$131.25 plus HST	\$137.81 plus HST	\$144.70 plus HST

<b>Activity Rooms – PACC/PMC</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Birthday Party	\$33.52 plus HST	\$35.20 plus HST	\$36.96 plus HST
Day Rate – Maximum 8 hours	\$111.72 plus HST	\$117.31 plus HST	\$123.18 plus HST

<b>Replacement Costs for Tables and Chairs</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Tables (each)	\$210.00 plus HST	\$220.50 plus HST	\$231.53 plus HST
Chairs (each)	\$52.50 plus HST	\$55.13 plus HST	\$57.89 plus HST

**Business Operations Fees**

Please note that a City of Pembroke License is also required (By-law 2020-16 as amended) as well as a PBIA Associate Membership if within PBIA boundaries.

<b>Semi-Annual Business (Seasonal: May 1 – Thanksgiving)</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Sidewalk Cart	\$105.00 plus HST	\$110.25 plus HST	\$115.76 plus HST
Mobile Food Unit	\$328.13 plus HST	\$344.54 plus HST	\$361.77 plus HST

<b>Annual Business (January 1 – December 31)</b>	<b>2024 Fees</b>	<b>2025 Fees</b>	<b>2026 Fees</b>
Sidewalk Cart	\$210.00 plus HST	\$220.50 plus HST	\$231.53 plus HST
Mobile Food Unit	\$656.25 plus HST	\$689.06 plus HST	\$723.51 plus HST

Please note that unless otherwise specified, cancellations are subject to a \$10 refund fee.

**Schedule E to By-law 2024-47 – Fire Department Fees**

<b>Miscellaneous Services</b>	<b>Fee</b>
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 (when unrecoverable through MTO)	\$620.64 per hour plus HST
Water Rescue – Ottawa River (towing fees for non-residents)	\$620.64 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

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

<b>Inspections</b>	<b>Fee</b>
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.