

**THE CORPORATION OF THE  
TOWNSHIP OF HORTON**

**BY-LAW NO 2019-22**

**BEING A BY-LAW TO ESTABLISH TARIFF OF  
FEES FOR THE TOWNSHIP OF HORTON FOR  
SERVICES.**

**WHEREAS** Councils of local municipalities are empowered by Section 391 of the Municipal Act, R.S.O. 2001 to establish by-laws. Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

**AND WHEREAS** Section 69 of the Planning Act, R.S.O. 1990, as amended, provides that the Council of a Municipality may by by-law prescribe a tariff of fees for planning matters;

**AND WHEREAS** Section 35 of the Municipal Act, R.S.O. 2001 permits a municipality to pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway;

**AND WHEREAS** the Corporation of the Township of Horton deems it necessary and desirable to regulate the construction and alteration of entranceways, private roads, or other facilities that permit access to Township Roads and to provide for the issuing of permit related thereto;

**AND WHEREAS** Part X, Section 100(4) of the Ontario Environmental Protection Act provides that a municipality designated by regulations has the right to compensation from the owner of a pollutant and the person having control of the pollutant for all reasonable cost and expense incurred in acting under subsection (1);

**AND WHEREAS** the Corporation of the Township of Horton deems it desirable to adopt a schedule of Fees for inspections and other services provided by the Fire Department of the Municipality;

**NOW THEREFORE** the Council of the Corporation of the Township of Horton deems it expedient to enact a by-law to establish a tariff of fees as follows:

- 1) The fees and charges set out on the attached Schedules are hereby imposed and ratified. Set out as follows:

Building and Septic Fees	Schedule "A"
Waste Site Fees	Schedule "B"
Planning Fees	Schedule "C"
Draft Agreement for Planning	Schedule "D"
Administration/Miscellaneous Fees	Schedule "E"
Recreation Fees	Schedule "F"
Fire Department Fees	Schedule "G"
Transportation Fees	Schedule "H"

- 2) All fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.

- 3) In the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
- 4) Council does hereby delegate to the CAO/Clerk and/or the Finance Manager of The Township of Horton, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
- 5) This By-law shall come into force and effective upon passing.

**THAT** upon recommendation of the Treasurer and approval of Council, all Fees and Charges established in this By-law may be adjusted annually on the 31st of December in each year commencing on the 31st of December 2019, in accordance with Statistics Canada Consumer Price Index and rounded up to the nearest dollar in Schedules A, B, C, D, E, F, G and H and/or cents in Schedule A;

**BE IT FURTHER ENACTED**, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

**AND BE IT FURTHER ENACTED**, that this by-law comes into effect April 1, 2019 unless otherwise stated.

**AND BE IT FURTHER ENACTED**, that by-law 2018-49 be repealed.

Read a First and Second Time this 2<sup>nd</sup> day of April, 2019.

Read a Third Time and Passed this 2<sup>nd</sup> day of April, 2019.

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MAYOR David M. Bennett

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CAO/Clerk Hope Dillabough

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule “A” to By-Law 2019-22**

**BUILDING AND SEPTIC FEES**

(All permits must be paid for and in the owner’s possession within 30 days of being notified by the municipality or the permit may be revoked.)

<b><u>Type</u></b>	<b><u>Fee</u></b>
Minimum Fee	\$ 100.00
Residential Building	.55/sq.ft.
Farm Building	.20/sq. ft. min \$100.00
Decks	\$ 100.00
Accessory Bldg/Garages	.40/sq.ft.
Additions to Residential Buildings	.55/sq.ft.
Mobile Home	.25/sq. ft.
Alterations & Renovations	.55/sq. ft.
Swimming Pool	\$ 100.00
Commercial/Industrial Buildings/Additions	.40/sq.ft.
Demolition	\$ 100.00
Transmitter Tower – 30 feet and under and include Windmill	\$ 2,000.00
Transmitter Tower – over 30 feet and include Windmill	\$ 5,000.00
Solar Panel (With Council’s Approval)	Per Property Class
Commencing Construction without a Permit	Twice Building Fee
Outdoor Wood Burning Appliance	\$ 100.00
Additional Inspection	\$ 100.00
Additional Inspection after 4 Years of Permit Issued	\$ 400.00
Occupancy Permit or Final Inspection	\$ 100.00
Change of Use	Applicable Rate plus \$200.00
Plumbing & Repair	Included in fees above
Consent Application Fees (septic comments)	\$ 100.00/application
Revision or Renewal of Permit	\$ 100.00
Cancellation of Permit	80% Refund at application stage 60% Refund if Permit Issued
Compliance Letter	\$ 100.00
Class 2 (grey water)	\$ 300.00
Class 3 (cess pool)	\$ 300.00
Class 4 (leaching or filter bed)	\$ 400.00
Class 5 (holding tank)	\$ 350.00
Engineered System	\$ 350.00

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "B" to By-Law 2019-22**

**WASTE SITE FEES**

(Vehicles are to be assessed by the Attendants at the Landfill Site,  
and tipping fees must be paid prior to dumping load.)

<b><u>Type</u></b>	<b><u>Fee</u></b>
Special Opening of Site (Accompanied by an attendant – minimum 1-hour charge)	\$ 40.00
Garbage Tags (sold at office)	\$ 2.00
Garbage Bags taken to Landfill Site	\$ 2.00/bag or attach Garbage Tag purchased at office
Metal – White Goods (Freon must be removed and Fridge must be tagged)	No charge
Half-Ton Vehicle, or Half-Ton Trailer or Passenger Van	\$ 20.00
Half-Ton Vehicle or Passenger Van with Half-Ton Trailer	\$ 40.00
One-Ton Vehicle	\$ 40.00
Tandem Axle Dump Trucks	\$ 18.00/cubic meter
Tri-Axle Dump Trucks	\$ 18.00/cubic meter
Tractor Trailer Trucks	\$ 18.00/cubic meter
Roll-Off Bins	\$ 18.00/cubic meter
Garbage Packer Load – (half load or more)	\$ 300.00
Garbage Packer Load – (half load or less)	\$ 150.00
Soil Contaminated with Fuel Oil	\$ 65.00/cubic meter
Construction/Demolition/Fire Clean Up - Unsorted	\$ 300.00 per load plus \$20.00/cubic meter
Construction and Demolition - Separated	\$ 18.00/cubic meter
Construction and Demolition – Mechanically Ground	\$ 16.00/cubic meter
Passenger Tire up to 16"	Free or \$3.00 with attached rim
Tires 17" to 24.5"	Free or \$9.00 with attached rim
Tires Over 24.5"	Free or \$25.00 with attached rim
Over 6'	Free or \$25.00 with attached rim
Blue Box - Large	\$ 6.00
Restocking Fee (Purchases of more than 5 items)	15%

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "C" to By-Law 2019-22**

**PLANNING FEES**

<b><u>Type</u></b>	<b><u>Fee</u></b>
Zoning Amendment Application	\$ 200.00 plus County of Renfrew Application fee
Official Plan Amendment Application	\$ 200.00 plus County of Renfrew Application fee
Minor Variance Application	\$ 450.00
Site Plan Control Application	\$ 500.00
Site Plan Control Offences	\$ 1,000.00 per incident
Subdivision Development Application	\$1,000.00 with a \$5,000.00 deposit for Professional Cost Recovery (up to the agreement stage)
Planner – Hourly Rate	Cost Recovery
Lawyer – Hourly Rate	Cost Recovery
Engineer – Hourly Rate	Cost Recovery
Engineering Technician – Hourly Rate	Cost Recovery
Planning Technician – Hourly Rate	Cost Recovery
Secretary – Hourly Rate	Cost Recovery
Special Council Meeting	\$ 350.00
Zoning Compliance	\$ 60.00
Planning Comment – Hourly Rate	\$ 50.00
Subdivision Compliance Report	\$ 50.00
Zoning By-law Text and Schedules	\$ 50.00
Sale of Land	Appraisal plus costs.
Severance Application	\$ 200.00

**Agreement for Draft Plan of Subdivision, Certain Severance Applications, Zoning By-law Amendments on Specific Questions or Concerns raised by the Owners is Schedule "D" to By-law 2019-22.**

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "D" to By-Law 2019-22**

AGREEMENT FOR DRAFT PLAN OF SUBDIVISION/CERTAIN SEVERANCE  
APPLICATIONS/ZONING BY-LAW AMENDMENTS/CERTAIN OMB HEARINGS  
AND ON SPECIFIC QUESTIONS OR CONCERNS RAISED BY THE OWNERS

**THIS AGREEMENT MADE** in duplicate this \_\_\_ day of \_\_\_\_\_, 20 .

**B E T W E E N:**

\_\_\_\_\_

Hereinafter called the "OWNERS"

OF THE FIRST PART

**A N D:**

THE CORPORATION OF THE TOWNSHIP OF HORTON

Hereinafter called the "CORPORATION"

OF THE SECOND PART

**WHEREAS** the Owners are seeking to obtain approval for a \_\_\_\_\_

\_\_\_\_\_ with the Corporation:

**AND WHEREAS** in order to undertake such review it will be necessary for the Corporation to employ the services of its Lawyer, Planner, Engineer, and Township personnel, and the Owners have agreed to reimburse the Corporation for the fees incurred for retaining such professional advice whether or not such proposal is proceeded with.

**NOW THIS INDENTURE WITNESSETH** that in consideration of the premises and the sum of ONE (\$1.00) DOLLAR now paid by the Corporation to the Owners, the Owners hereby covenant and agree with the Corporation that notwithstanding whether the above noted proposal receives approval and is proceeded with, the Owners shall pay to the Corporation an amount equal to all Planning, Engineering and Legal Fees, and all administrative costs and disbursements incurred by the Corporation for reviewing the proposal, for advice with regard to the proposal, for the preparation of any agreements in connection therewith and for the supervision of any part of the site to which to proposal relates: and the Owners shall deposit with the Corporation the sum of \_\_\_\_\_ prior to the signing of this Agreement on account of such fees and disbursements. Copies of the account of such fees and disbursement shall be delivered to the Owners forthwith upon receipt of such accounts from the Corporation's Planners, Engineers and Solicitors. Said amount will be deducted from the deposit. The Owners agree that there will be no interest paid on account of any deposit held by the Corporation under this agreement.

When the total professional fees and disbursements equal the deposit, all work of the Township shall stop on the project until the Owner deposits a further \_\_\_\_\_ to cover additional fees and disbursements. The deposit shall thereafter be increased in increments of \_\_\_\_\_ until the decision is final or the work is completed as the case may be. The Owner agrees to have on deposit upon registration of any Plan of Subdivision, Five Thousand Dollars (\$5,000.00) to cover engineering, legal and planning fees which may accrue after such registration.

The Owners and/or the Corporation may stop work on the proposal at any time by notifying the Corporation and/or the Owners in writing to this effect. In the event that work is stopped by the Owners and/or the Corporation, the Owners are responsible for all fees and expenses incurred to the date at which written notice was given.

When the proposal has been reviewed and completed or rejected or stopped and all such accounts rendered, the Corporation shall refund to the Owners the remainder of the deposit.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.

THE AGREEMENT shall not derogate from any requirements, financial or otherwise, established by agreements pursuant to Section 41, 51 or 53 of the Planning Act, R.S.O. 1990, c.P. 13.

IN WITNESS WHEREOF, the Corporation has hereunto affixed its Corporate seal duly attested to by the hands of its proper signing officers duly authorize in that behalf. The Owners have hereunto affixed its Corporate seal duly attested to the hands of its proper signing officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED )  
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) \_\_\_\_\_  
) per:  
)  
)  
) THE CORPORATION OF THE  
) TOWNSHIP OF HORTON  
)  
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) \_\_\_\_\_  
) MAYOR  
)  
)  
) \_\_\_\_\_  
) CAO/CLERK

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "E" to By-Law 2019-22**

**ADMINISTRATION FEES**

<b><u>Type</u></b>	<b><u>Fee</u></b>
Septic Search	\$ 50.00
Photocopy	\$ .25/copy
Tax Certificate	\$ 35.00
Duplicate Tax Receipt or Tax Bill	\$ 5.00
Map - County	\$ 5.00 (plus HST)
Map - Township	\$ 10.00 (plus HST)
Request for Information - Application	\$ 5.00 (plus HST)
Request for Information – Search Time	\$ 15.00/¼ hour (plus HST)
Request for Information – Record Preparation	\$ 15.00/¼ hour (plus HST)
Integrity Commissioner Review (Staff No Charge)	\$ 150 per grievance, 50%, returned if successful
Lottery License (Valley Heritage Radio fees waived in lieu of free Horton Corner Advertising)	3% of prize value
Facsimile – Transmit	\$ 2.00 (plus HST)
Facsimile – Receive	\$ 2.00 (plus HST)
Admin Fee under Line Fences Act	\$ 200.00 (plus HST) plus a \$ 300.00 deposit
Returned Payment Charge	\$ 25.00 (plus HST)
Township Flag	\$ 45.00 (plus HST)
Township Golf Shirt	\$ 25.00 (plus HST)
Township Coffee Mug	\$ 6 each of 2 for \$10 (plus HST)
Tax Sale Tender Package	\$ 25.00 (plus HST)
Tax Sale Process	\$ 150.00 (plus HST) plus costs
CAO/Clerk	Cost Recovery (plus HST)
Treasurer/Tax Collector	Cost Recovery (plus HST)
Deputy Clerk	Cost Recovery (plus HST)
Clerk Receptionist	Cost Recovery (plus HST)
Custodial	Cost Recovery (plus HST)
Dog Licenses – Before March 31 <sup>st</sup>	\$ 20.00 first dog \$ 25.00 second dog
Dog Licenses – After March 31 <sup>st</sup>	\$ 25.00 first dog \$ 30.00 second dog
Replacement Tag	\$ 5.00
Kennel License	\$ 60.00 plus \$5.00 tag per dog
Civic Address Number Fee	\$ 75.00



**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "F" to By-Law 2019-22**  
**RECREATION FEES**

<u>Community Hall Rental</u>	<u>Fee</u>
Hourly Rental	\$ 25.00 (plus HST)
Half Day (2 to 4 hours; ends by 5 pm)	\$ 100.00 (plus HST)
Half Day Conference Room (2 to 4 hours; ends by 5 pm)	\$ 75.00 (plus HST)
Full Day (5 to 8 hours; ends by 5 pm)	\$ 150.00 (plus HST)
Full Day Conference Room (5 to 8 hours; ends by 5 pm)	\$ 125.00 (plus HST)
Funeral Reception	\$ 100.00 (plus HST)
Fundraising - Township	No Charge
Evening (after 6 pm)	\$ 225.00 (plus HST)
Castletford/Balsam Hill/Lochwinnoch Women's Inst's.	\$ 100.00 (plus HST)
Township of Horton Church Group	One free rental per year
Decoration Rental (evening prior to rental, booked after Jan 1 2018)	\$ 40.00 (plus HST)
<u>Community Hall Fees</u>	<u>Fee</u>
Use of Kitchen (Includes Stove but Not Dishwasher)	\$ 100.00 (plus HST)
Dish Rental	\$ 2.50 per place setting (plus HST)
Corkage Fee	\$ 4.00/bottle (plus HST)
Alcohol – (Beer/Liquor per unit)	\$ 4.50 (includes HST)
Alcohol – (Cooler/Wine/Craft Beer per unit)	\$ 5.50 (includes HST)
Alcohol – (Other Specialty Drinks)	\$ 6.00 (includes HST)
Pop/Water (per unit)	\$ 1.00 (includes HST)
Damage/Cleaning Deposit (returned if hall is OK after)	\$ 500.00 (Prepaid VISA)
Event Advertising – Community Board	\$ 25.00 (plus HST)
<u>Ice Rental</u>	<u>Fee</u>
Adult Shiny Season Pass or Season Pass	\$ 25.00/person (plus HST)
Shiny Hockey	\$ 2.00/person (includes HST)
Hourly Ice Rental	\$ 65.00 (plus HST)
Family Skate/Public Skating	Donation
Broomball	\$ 35.00/person (plus HST)
Recreational Ice Hockey (per person/per season)	\$100.00 Adult is plus HST
Rink Board Advertising (sign owner provides)	\$500.00 setup (plus HST) \$250.00 annual after (plus HST)
<u>Other Recreation Fees</u>	<u>Fee</u>
Boat Launch (Season Pass)	\$ 45.00 Non Resident
<i>(Residents are allowed two free launches per season in order to launch and pick up at beginning and end of season.)</i>	\$ 35.00 Resident
Boat Launch (Day Pass)	\$ 8.00
<b><i>(All boat launch passes will be plus HST effective January 1, 2019)</i></b>	
Boat Launch – Fine If No Pass	\$ 30.00
Euchre (per person/per evening)	\$ 4.00 (includes HST)
Dance Admission	\$ 10.00 (includes HST)
Volleyball (per person)	\$ 30.00 (plus HST)
Aerobics/Zumba/Fitness/Shuffle Board/Individual Sports (per person/class)	\$ 5.00 (plus HST)
Pickle Ball	\$3.00/Class \$20.00/Season (Punch Card System) (plus HST)
Flag Football	\$ 30.00
Advertising in Horton Corner (Private Events Only)	Cost Recovery (plus HST)
Dance Lessons	Rate as per annual agreement
Soccer Registration	\$60.00/person
Catering Fees	Established by Committee - Varied (plus HST)
Fundraising Events	Established by Committee – Varied (meals plus HST)
Horton Hoedown	Established by Committee (plus HST)

**CORPORATION OF THE TOWNSHIP OF HORTON**  
**Schedule "G" to By-Law 2019-22**  
**FIRE DEPARTMENT FEES**

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set fine
1	Set, Maintain or allow an Open Air Fire during Fire Season	2.1 (a)	\$450.00
2	Set, Maintain or allow an Open Air Fire without a Permit	2.1 (b)	\$450.00
3	Burn Prohibited Materials	2.1 (c)	\$250.00
4	Impede visibility public thoroughfare	2.1 (d)	\$250.00
5	Set or maintain Open Air Fire R1 Zone	2.1 (e) (i)	\$250.00
6	Set or maintain Open Air Fire MHP Zone	2.1 (e) (i)	\$250.00
7	Set or maintain Open Air Fire LSR Zone	2.1 (e) (i)	\$250.00
8	Set or maintain an oversize Open Air Fire	2.1 (e) (ii)	\$250.00
9	Set or maintain an Open Air Fire within 10 meters of a building or wooded area	2.1 (e)(iii)	\$250.00
10	Set or maintain an Open Air Fire within 5 meters of flammable material	2.1 (e)(iv)	\$250.00
11	Burn restricted materials, no special permission	2.1 (f)	\$450.00
12	Burn grass or leaf litter	2.2	\$250.00
13	Burn Household Waste or Prohibited Materials in a Burn Barrel or Incinerator	2.3	\$250.00
14	Burn materials in a Burn Barrel or Incinerator in Fire Season	2.3 (a)	\$250.00
15	Burn Household Waste or Prohibited Materials in an Outdoor Furnace	2.4 (a)	\$450.00
16	Set or maintain Open Air Fire underage supervision	3.1 (a)	\$250.00
17	Set or maintain Open Air Fire no fire control measures on site	3.1 (b)	\$250.00
18	Set or maintain Open Air Fire non approved times	3.1 (c)	\$250.00
19	Set or maintain Open Air Fire adverse burning conditions	3.1 (d)	\$250.00
20	Campfire not set or maintained in an Approved Pit	3.2	\$250.00
21	Set or maintain an Open Air Fire during a level 1 (yellow rating) fire ban	4.2	\$450.00
22	Set or maintain an Open Air Fire during a level 2 (red rating) fire ban	4.3 (a)	\$450.00
23	Set, maintain or allow any Campfires during a level 2 (red rating) fire ban	4.3 (b)	\$450.00
24	Set, maintain or allow any fire in any Burn Barrel or Incinerator during a level 2 (red rating) fire ban.	4.3 (c)	\$450.00

**Schedule of Fees**

1. Fees to respond to and investigate a complaint in regard to a possible violation under Section 2.0 about Open Air Fire/Bonfire

- a. Fee of \$75.00 per response payable by the permit holder or person setting, maintaining or allowing such fire to be lit if the complaint is substantiated
- b. Fee of \$75.00 per response payable by the complainant if the complaint is not substantiated
  - (i) Fee may be waived at the discretion of the investigator if in their opinion the complaint was reasonable and made in good faith but investigation showed no violation under any section of this by-law had occurred.

2. Cost Recovery Fees:

- a. Dispatch of Fire-fighters - (to be calculated at \$25 per hour for a minimum of 2 hours per fire fighter responding to the scene and calculated on one half hour increments thereafter).
- b. Dispatch of Fire Response vehicles actively involved in an emergency response. - First hour (or part thereof) \$450.00 per vehicle, each additional half hour \$225.00 per vehicle.
- c. Actual costs incurred by the Township for additional firefighting support from other outside agencies.
- d. Actual costs incurred by the Township to replace consumables.
- e. A 15% Administration charge shall be added to the Cost Recovery Fees calculated in clauses 2 a., 2 b., 2 c. and 2 d. set out above.

**CORPORATION OF THE TOWNSHIP OF HORTON  
Schedule "H" to By-Law 2019-22**

**TRANSPORTATION FEES**

All operator and cost recovery rates are subject to the following:

1. "Regular Hours of Work" – "Regular Hours of Work" shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Township Policy. Summer hours may apply.
2. "Outside Regular Hours" – "Outside Regular Hours" of work shall mean any hours worked beyond those hours defined as Regular Hours of Work. Regular Hours of Works rate is one and half times the regular rate.
3. "Emergency Rate" – "Emergency" means a serious, unexpected, or unforeseen combination of circumstances and often dangerous situation requiring immediate action, need for assistance or relief. Emergency rate is three times the regular rate.

**Note: All cost recovery rates below are deemed to be at the regular hours of work rate unless outside regular hours or emergency rates apply.**

<b><u>Type</u></b>	<b><u>Fee</u></b>
Entrance Permits (One Time Inspection) (Security Deposit of \$350, Increase to \$750.00 If a Culvert is Required, Deposit Returned After Final Inspection)	\$ 150.00
Additional Inspections for Entrance Permits	\$ 100.00
Tile Drain and Utility Road Crossing Permit	\$ 500.00 deposit plus Fees to Recover Reasonable Costs of the Municipality for works.
Sale of Used Culverts/Work Requests etc.	Cost Recovery
Private Road & Driveway Grading	As Per Policy T-01

**Note: All municipal equipment shall be operated by municipal employees at the unit rate plus cost recovery rates stated below.**

Excavator	\$ 82.00/hr plus operator
Grader	\$ 87.00/hr plus operator
Half Ton	\$ 28.00/hr plus operator
Loader/Backhoe	\$ 50.00/hr plus operator
Tandem Axle Dump Truck	\$ 80.00/hr plus operator
Water Truck	\$ 80.00/hr plus operator
Public Works Manager	Cost Recovery
Public Works Superintendent	Cost Recovery
Machine Operator	Cost Recovery
Labourer	Cost Recovery
Chipper Rental	\$ 45.50/hr plus operator