

## Schedule 'A' to Bylaw 2025-001 Council and Administration Fees

| Item  | Fees                     | Units of Measure | HST Applicable (Yes or No) | Comments           |
|---|--------------------------|------------------|----------------------------|--------------------|
| Photocopy – Black and white   | \$ 0.25                  | per image        | Yes                        |                    |
| Photocopy – Black and white Non-Profit Group                                    | \$ 0.10                  | per image        | Yes                        |                    |
| Photocopy – Colour copy   | \$ 1.00                  | per image        | Yes                        |                    |
| Facsimile Transmission (North America only)                                     | \$ 1.00                  | per page         | Yes                        |                    |
| Municipal Shirt - Short Sleeve  | \$ 13.28                 | per shirt        | Yes                        |                    |
| Composters  | \$ 58.00                 | per unit         | Yes                        |                    |
| Digesters   | \$ 108.85                | per unit         | Yes                        |                    |
| Recycle Blue Box  | \$ 10.00                 | per unit         | Yes                        |                    |
|   |                          |                  |                            |                    |
| Administrative Research   | \$ 25.00                 | per half hour    | Yes                        |                    |
| Commissioner for Taking Affidavits  | \$ 25.00                 | per document     | Yes                        |                    |
| Witnessing of Pension/Life Pension Statements for Residents of HH               | No Charge                | per statement    | N/A                        |                    |
| Witnessing of Documents   | \$ 10.00                 | per document     | Yes                        |                    |
| Death Registration  | \$ 25.00                 | per registration | Yes                        |                    |
|   |                          |                  |                            |                    |
| Lottery Licence – Raffle  | 3% of Prizes             | per raffle       | No                         | Legislated by AGCO |
| Lottery Licence – Break Open – per box  | 3% of Prizes             | per box          | No                         | Legislated by AGCO |
| Lottery Licence - Bazaar  | 3% of Prizes             | per bazaar       | No                         | Legislated by AGCO |
| Lottery Licence – Bingo   | 3% of Prizes             | per bingo        | No                         | Legislated by AGCO |
|   |                          |                  |                            |                    |
| Code of Conduct/ <i>Municipal Conflict of Interest Act</i> Formal Complaint Fee | \$ 150.00                | per complaint    | Yes                        |                    |
|   |                          |                  |                            |                    |
| Annual Kennel Application   | Subject to Bylaw 66-2004 |                  |                            |                    |

**Municipal Freedom of Information Fees (MFIPPA)**Fees are charged in accordance with *Municipal Freedom of Information and Protection of Privacy Act*

MFIPPA requests that have an estimated cost of over \$100.00 are required to pay a deposit of 50%

|                                     |             |                 |    |   |
|-------------------------------------|-------------|-----------------|----|---|
| Application:                        | \$ 5.00     | per application | No |   |
| Record Preparation and Search Time: | \$ 7.50     | per ¼ hour      | No | No preparation time charged for Personal Information Requests |
| Photocopies/Scan:                   | \$ 0.20     | per page        | No | Option to send Electronic Record(s) via secure email (No Fee) |
| Computer Programming:               | \$ 15.00    | per ¼ hour      | No |   |
| Electronic Media (CD/USB etc.):     | \$ 10.00    | per device      | No |   |
| External Services:                  | As incurred |                 |    |   |
| Shipping Costs:                     | As incurred |                 |    |   |

**Routine Disclosure Fees**

Routine disclosure requests that have an estimated cost of over \$100.00 may be required to pay a deposit of 50%

|                                     |             |                 |    |  |
|-------------------------------------|-------------|-----------------|----|--|
| Application:                        | \$ 25.00    | per application | No | Application Fee includes:<br>- ½ hour of search time<br>- Up to 10 photocopies or scans of the record(s) |
| Record Preparation and Search Time: | \$ 7.50     | per 1/4 hour    | No |  |
| Photocopies/Scan:                   | \$ 0.20     | per page        | No | Option to send Electronic Record(s) via secure email (No Fee)  |
| Electronic Media (i.e. USB):        | \$ 10.00    | per device      | No |  |
| Shipping Costs:                     | As incurred |                 |    |  |
| Other Costs:                        | As incurred |                 |    |  |

**Schedule 'B' to Bylaw 2025-001**  
**Financial and Tax Department Fees**

| Item   | Fees                                       | Units of Measure          | HST Applicable (Yes or No) |
|--|--|---------------------------|----------------------------|
| Tax Certificate  | \$ 65.00                                   | per certificate           | No                         |
| NSF and dishonoured payments   | \$ 50.00                                   | per payment               | No                         |
| Tax Account Statement - To registered property owner                           | \$ 20.00                                   | per statement             | Yes                        |
| Reprint of Tax Bill  | \$ 20.00                                   | per reprint               | Yes                        |
| Tax Sale: Tax Sale Registration Administration Fee                             | \$ 500.00                                  | per tax sale registration | No                         |
| Tax Sale: Conduct Tax Sale Administration Fee                                  | \$ 1,000.00                                | per tax sale              | No                         |
| Property Roll History Search – Capital Gains                                   | \$ 150.00 Flat Fee + \$25.00 per half hour | per search request        | Yes                        |
| Refund of Payments on Overpaid Taxes - Unless credit is generated through MPAC | \$ 20.00                                   | per refund                | No                         |

## Schedule 'C' to Bylaw 2025-001

### Planning Department Fees

| Item  | Fees  | Units of Measure                | HST Applicable<br>(Yes or No) |
|---|---|---------------------------------|-------------------------------|
| Compliance letters including Micro-Fit letters  | \$ 100.00   | per letter                      | No                            |
| Compliance letters – FIT program  | \$ 100.00   | per letter                      | No                            |
| Compliance letter – when legal opinion required   | \$ 1,500.00   | per letter                      | No                            |
| Compliance letter - when a site visit is required   | \$ 300.00   | per letter                      | No                            |
| 911 maps, each  | \$ 5.00   | per map                         | Yes                           |
| Zoning maps, each   | \$ 5.00   | per map                         | Yes                           |
| Copy of comprehensive zoning bylaw  | \$ 100.00   | per copy                        | Yes                           |
| Land severance (new lot creation) Cash-in-lieu of parkland fee ( <i>Planning Act</i> Section 51.1(3))         | \$ 1,000.00   | per land severance              | No                            |
| Land severance (lot addition) Cash-in-lieu of parkland fee ( <i>Planning Act</i> Section 51.1(3))             | \$ 500.00   | per land severance lot addition | No                            |
| Land severance (Easement or Right of Way) Cash-in-lieu of parkland fee ( <i>Planning Act</i> Section 51.1(3)) | \$ 500.00   | per land severance easement     | No                            |
| Minor Variance or Permission application fee <sup>1</sup>   | \$ 800.00   | per application                 | No                            |
| Convey as One Parcel Agreement  | \$ 200.00   | per agreement                   | No                            |
| Water Quality Impact Assessment Agreement   | \$ 200.00   | per agreement                   | No                            |
| Site plan agreement   | \$ 400.00   | per agreement                   | No                            |
| Site plan agreement – FIT projects  | \$ 400.00   | per agreement                   | No                            |
| Rezoning application fee <sup>1</sup>   | \$ 800.00   | per application                 | No                            |
| Road allowance, land purchase price (for the first 150 feet)  | \$ 2,000.00<br>Plus \$3.00 per foot for frontage purchase over 150 feet | per road allowance              | Yes                           |
| Road allowance, administration fee  | \$ 500.00   | per application                 | Yes                           |
| Road Development/Right-of-Way Agreement   | \$ 500.00   | per agreement                   | No                            |
| Right-of-Way/Private Road Agreement   | \$ 500.00   | per agreement                   | No                            |
| Any Agreements not specifically listed  | \$ 200.00   | per agreement                   | No                            |
| Road Transfer Bylaw   | \$ 200.00   | per transfer                    | No                            |
| Development Agreement   | \$ 500.00   | per agreement                   | No                            |
| Application from Proponent for Antenna System under Federal <i>Radiocommunication Act</i>                     | \$ 1000.00  | per application                 | No                            |
| Peer Review Deposit <sup>2</sup>  | \$ 3000.00  | per application                 | N/A <sup>2</sup>              |
| Legal Review Deposit <sup>2</sup>   | \$ 750.00   | per application                 | N/A <sup>2</sup>              |

**<sup>1</sup>Refund for Minor Variance and Zoning Bylaw Amendment Applications** Requests for refunds for withdrawn Minor Variance Applications must be made in writing to the Secretary-Treasurer of the Committee of Adjustment. Request for refunds for withdrawn Zoning Bylaw Amendments must be made in writing to the Municipal Planner.

Refunds may be granted for:

- The withdrawal of a Minor Variance Application or Zoning Bylaw Amendment prior to internal circulation, in which case 80% of an application fee may be granted.
- The withdrawal of a Minor Variance Application or Zoning Bylaw Amendment Application after internal circulation but prior to the Notice of Hearing being mailed, in which case 50% of an application fee may be granted.

There shall be no refund for withdrawal of a Minor Variance Application or Zoning Bylaw Amendment Application once a Notice of Hearing has been mailed.

**<sup>2</sup>Deposits:** The Municipality may require the payment of deposits for land use planning matters. Deposits may be applied to cover peer review fees, professional fees should the Municipality require the expertise or advice of a third-party consultant (engineer, planner, surveyor, etc.), as well as any legal costs incurred. The Municipality has full discretion on hiring a third-party consultant or lawyer that is best appropriate in accordance with any applicable policies, bylaws or standards. Deposits may also be applied to any registration fees, disbursements, reproduction costs, postage, advertising, telephone charges, facsimile charges, and any other reasonable costs which may be incurred by the Municipality.

Should fees exceed the initial deposit received, the Municipality shall request further deposits or payments of invoices. Additional funds may be requested from time to time, to fully cover the municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

The Municipality will keep an accurate record of all costs incurred with respect to planning applications. Upon completion of the processing of an application, the Municipality will reconcile the account for the applications where a deposit has been paid. A refund of the deposit will be made with the exception of those costs incurred by the Municipality, as determined by the Treasurer. If the cost for such services exceeds the deposit, the applicant will be responsible for the additional costs and will pay such costs upon invoice by the Municipality.

## Schedule 'D' to Bylaw 2025-001

### Building Department Fees

| Item  | Fees   | HST Applicable<br>(Yes or No) |
|---|--|-------------------------------|
| Construction commencing before permit issued (Extra charge <b>in addition to permit fees</b> , due to additional administration)          | A fee equivalent to the permit fee (minimum fee of \$1000.00) in addition to the permit fees | No                            |
| Issue <i>Building Code Act</i> Orders (Per Order)   | \$ 200.00  | No                            |
| Minimum fee for any permit  | \$ 175.00  | No                            |
| Residential Fees per square foot (area includes all above grade floors) (For a new dwelling - minimum fee of \$ 800)                      | \$1.55   | No                            |
| Per square foot for a basement  | \$ 1.10  | No                            |
| Per square foot for a crawlspace  | \$ 0.80  | No                            |
| Per square foot of area supported for piers, and frost wall foundations   | \$ 0.75  | No                            |
| Renovation fee per square foot of renovated area  | \$ 0.50  | No                            |
| Institutional/Commercial/ Industrial (ICI) fees per square foot   | \$ 1.10  | No                            |
| Institutional/Commercial/Industrial Plumbing Permit   | \$ 11.00 per fixture<br>(min \$ 165.50)  | No                            |
| Administration Fee for Dwellings, Additions to Dwellings, decks & accessory buildings & ICF Construction<br>**excludes septic systems     | \$ 175.00  | No                            |
| Administration fee for entering permits in Cloudpermit on owners'/applicants' behalf. First application <b>no charge</b> .                | \$ 100.00  | No                            |
| Accessory Buildings (Farm/Hunting/Outbuilding), Decks, and Balconies fees per square foot   | \$ 165.50 + \$ 0.65 per sq.ft  | No                            |
|   | + \$ 150.00 if heated  | No                            |
|   | + \$ 150.00 if insulated   | No                            |
| Wood Furnaces and Chimneys/Residential Plumbing per dwelling/Partial Framing  | \$ 175.00  | No                            |
| Demolition Permit   | \$ 200.00  | No                            |
| Renewal Permit for projects that have commenced and previously inspected  | \$ 175.00  | No                            |
| Building Department, Liquor Licence Inspections   | \$ 120.00  | No                            |
| Building Dept reports/letters (excluding compliance letters), including each issue of inspection reports and Occupancy/Septic Use Permits | \$ 120.00  | No                            |
| Change of Use permit – No Construction  | \$ 250.00  | No                            |
| Building Compliance Letters - Residential   | \$ 200.00  | No                            |
| Building Compliance Letters - Institutional/Commercial/ Industrial/Multi-residential  | \$ 400.00  | No                            |
| Class 2 to 5 Onsite Sewage System Permits including major repair and alterations (e.g. replacing tank or bed)                             | \$ 725.00  | No                            |
| Minor onsite sewage alterations (E.g. Replace effluent filters/baffles/feed pipe/holding tank alarms)                                     | \$ 330.75  | No                            |

|   |   |    |
|---|---|----|
| Application for a review of septic system requirements for additions, renovations & additional buildings (Credited to the sewage fee if a new system is required)                                     | \$ 165.50                               | No |
| Register and discharge (remove) a <i>Building Code Act</i> Order with the Land Registry Office – One-time fee for both actions  | \$ 1,400.00                             | No |
| Certificate of Compliance for <i>Building Code Act</i> Order for Land Registry Office   | \$ 120.00                               | No |
| Per plan review after the <b>third</b> submission   | \$ 175.00                               | No |
| Extra plans review during construction phase (revised drawings)   | \$ 75.00 per hour<br>(minimum one hour) | No |
| Silt fence deposit for building permits issued within 30 metres of a water body (Refundable at final. Not refundable after three years from permit issued date or if the silt fence is not installed) | \$ 750.00                               | No |
| Deposit for projects valued from \$50k to \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)                 | \$ 375.00                               | No |
| Deposit for projects valued over \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)                          | \$ 750.00                               | No |
| Deposit for <b>new dwellings</b> (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from permit issued date)                                      | \$ 1000.00                              | No |

#### Property Standards User Fees

|   |                             |     |
|---|-----------------------------|-----|
| Property Standards – Appeal to Property Standards Committee   | \$ 200.00 per appeal        | No  |
| Property Standards – Re-inspection  | \$ 100.00 per re-inspection | No  |
| Property Standards – Issue <i>Building Code Act</i> Orders  | \$ 200.00 per Order         | No  |
| Property Standards Clean-Up – Register and/or Discharge Property Standards Orders on Title – One-time fee for both actions  | \$ 1,400.00                 | No  |
| Property Standards Clean-Up – Costs for the Municipality to arrange and complete clean-up of property   | Cost Recovery               | No  |
| Property Standards Clean-Up – Officer Attendance (Officer is required to be in attendance for the duration of a clean-up on private property in which the Municipality has placed Orders) | \$ 90.00 per hour           | No  |
| Property Standards Clean and Clear – Re-inspection  | \$ 100.00 per re-inspection | No  |
| Property Standards – Certificate of Compliance for <i>Building Code Act</i> Property Standards Order  | \$ 200.00                   | No  |
| Late Payment Fee  | \$50.00                     | No  |
| MTO Plate Denial Fee  | Cost Recovery               | Yes |
| MTO Search Fee  | Cost Recovery               | Yes |
| Screening Review No Show Fee  | \$75.00                     | No  |
| Hearing Review No Show Fee  | \$125.00                    | No  |
| Administrative Penalty System (A.P.S.) Fees   | Subject to APS Bylaw        | N/A |

**\*Note 1:** There are **NO** Development Charges in the Municipality of Hastings Highlands.

**\*Note 2:** Inspections/Reports/Letters that are issued by the Building Department in support of, and as required by the Municipality's Business Licence Policy, shall not be subject to the above user fees.

## **Schedule 'D' to Bylaw 2025-001 Building Department Fees (Continued)**

In addition to the above listed fees, the following fees shall apply;

1. Where a drawing review has been completed by the Corporation and a review letter issued, and the applicant changes the "model" of a building and proposes a new model of building for the same lot, the original fees will be refunded less the percentage of fees payable for duties already performed by the Municipality (Percentages shown below) and new fees shall be payable for the new model of building.
2. The fee for a request for the use of an Alternative Solution as described in the *Building Code Act*, as amended shall be based on an hourly rate of \$100.00 per hour with a minimum fee of \$100.00 based on the number of hours or portion thereof to the nearest ½ hour spent by the Corporation to review and research the Alternative Solution. When the Alternative Solution warrants review by a third party the applicant shall also be responsible for the cost of the third party review and a deposit as determined by the Chief Building Official to cover the cost of the third party review shall be provided to the Corporation by the Applicant prior to the review of the proposal by the third party. The determination of the requirement to involve a third party is solely at the discretion of the Chief Building Official.

### **REFUNDS**

The fees that may be refunded shall be a percentage of the fees payable under this Bylaw, calculated by the Chief Building Official as follows:

- a) Ninety (90) percent if administrative functions only have been performed;
- b) Eighty-five (85) percent if administrative and zoning functions only have been performed;
- c) Fifty-Five (55) percent if administrative, zoning and plan examination functions have been performed;
- d) Forty-Five (45) percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
- e) Five (5) percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued;
- f) If a structural fire destroys a new dwelling under construction, which had an open and active permit (inspected by the Building Department within 12 months prior to the structure fire), for the rebuild fees the Building Department would charge only for inspections carried out to date on the original home at a fee of \$100.00 plus mileage per inspection.

No refund shall be made for an amount less than \$30.00.



## Schedule 'E' to Bylaw 2025-001

### Facility and Venue Rental Fees

| Facility/Venue Rental   | Fees      | Units of Measure | HST Applicable (Yes or No) | Comments                        |
|---|-----------|------------------|----------------------------|---------------------------------|
| <b>Birds Creek Hall - No Kitchen</b>  |           |                  |                            |                                 |
| <b>Bi-level floors (Not accessible)</b>   |           |                  |                            |                                 |
| Hourly  | \$ 15.00  | per hour         | Yes                        |                                 |
| Daily   | \$ 90.00  | per day          |                            |                                 |
| <b>Repeat Users (3 or more visits per year)</b>   |           |                  |                            |                                 |
| Educational or Fitness  | \$ 8.00   | per hour         | Yes                        |                                 |
| Meeting or Social   | \$ 10.00  | per hour         |                            |                                 |
| <b>Birds Creek Ball Diamond</b>   |           |                  |                            |                                 |
| Daily   | \$ 500.00 | per season       | Yes                        | No charge for Children's League |
| Hourly  |           |                  |                            |                                 |
| Educational or Fitness (Adult League)   |           |                  |                            |                                 |
| <b>Birds Creek Soccer</b>   |           |                  |                            |                                 |
| Daily   | \$ 500.00 | per season       | Yes                        | No charge for Children's League |
| Hourly  |           |                  |                            |                                 |
| Educational or Fitness (Adult League)   |           |                  |                            |                                 |
| <b>HH Centre Emond Hall (without Kitchen)</b>   |           |                  |                            |                                 |
| Hourly  | \$ 35.00  | per hour         | Yes                        |                                 |
| Daily   | \$ 200.00 | per day          |                            |                                 |
| Liquor Licence or Paid Admission  | \$ 40.00  | per hour         |                            |                                 |
| <b>Repeat Users (3 or more visits per year)</b>   |           |                  |                            |                                 |
| Educational or Fitness (Adult League)   | \$ 15.00  | per hour         | Yes                        |                                 |
| Meeting or Social   | \$ 25.00  | per hour         |                            |                                 |
| <b>HH Centre Program Room/Kitchen</b>   |           |                  |                            |                                 |
| Hourly  | \$ 15.00  | per hour         | Yes                        |                                 |
| Daily   | \$ 90.00  | per day          |                            |                                 |
| Liquor Licence or Paid Admission  | \$ 20.00  | per hour         |                            |                                 |
| <b>Repeat Users (3 or more visits per year)</b>   |           |                  |                            |                                 |
| Educational or Fitness (Adult League)   | \$ 8.00   | per hour         | Yes                        |                                 |
| Meeting or Social   | \$ 10.00  | per hour         |                            |                                 |
| <b>Lake St. Peter Hall</b>  |           |                  |                            |                                 |
| Hourly  | \$ 15.00  | per hour         | Yes                        |                                 |
| Daily   | \$ 75.00  | per day          |                            |                                 |
| Liquor Licence or Paid Admission  | \$ 40.00  | per hour         |                            |                                 |
| <b>Repeat Users (3 or more visits per year)</b>   |           |                  |                            |                                 |
| Educational or Fitness (Adult League)   | \$ 8.00   | per hour         | Yes                        |                                 |
| Meeting or Social   | \$ 10.00  | per hour         |                            |                                 |
| <b>Insurance is required for all rentals with limited exceptions. An Attendant Fee may apply at an additional rate of \$20/hr. (one hour minimum). Please provide two weeks' notice for rental.</b> |           |                  |                            |                                 |

## Schedule 'F' to Bylaw 2025-001 Waste Tipping Fees

| Item  | Fees               | Units of Measure          | HST Applicable (Yes or No) |    |
|---|--------------------|---------------------------|----------------------------|----|
| Furniture & Household Items   |                    |                           |                            |    |
| Large Items – Examples Only Below (Cash Only Items)   |                    |                           |                            |    |
| Sofas   | Dressers           | \$ 10.00                  | per item                   | No |
| Upholstered Chairs  | Bookcases          |                           |                            |    |
| Kitchen Tables  | Carpet/Desks       |                           |                            |    |
| Mattresses and Box Springs  |                    |                           |                            |    |
| Twin/Single/Double  | \$ 20.00           | per item                  | No                         |    |
| King/Queen  | \$ 30.00           |                           |                            |    |
| Small Items – Examples Only Below   |                    |                           |                            |    |
| Wooden Chairs   | Plastic Chairs     | \$ 5.00                   | per item                   | No |
| Small Shelves   | Windows            |                           |                            |    |
| Lamps   | Doors/Small Tables |                           |                            |    |
| Styrofoam   |                    |                           |                            |    |
| 27 cubic feet (3ft. x 3ft.) bag or under  | \$ 10.00           | per bag                   | No                         |    |
| Over 27 cubic feet (3ft. x 3ft.) bag  | \$ 30.00           | per bag                   | No                         |    |
| Household Appliances Containing ‘Refrigerant’<br>Effective May 2023 Disposal available at East Lake Waste Site ONLY                                       |                    |                           |                            |    |
| Household Appliances Containing ‘Refrigerant’ (i.e., Refrigerator, Freezer, Dehumidifier, Air Conditioner)  | \$ 75.00           | Per Unit (Appliance)      | No                         |    |
| Demolition / Renovation / Construction By-Products Other Than Household Garbage.  |                    |                           |                            |    |
| *Must be prearranged with the Municipal Office prior to any delivery of any material and taken to East Lake Site. (Items May be Invoiced or Paid by Cash) |                    |                           |                            |    |
| Single Axle dump truck or roll off bin  | \$ 200.00          | per truck or roll off bin | No                         |    |
| Tandem Axle dump truck or roll off bin  | \$ 400.00          |                           |                            |    |
| Tri Axle truck or roll off bin  | \$ 500.00          |                           |                            |    |
| Other Construction Material   |                    |                           |                            |    |
| One ton truck or dual axle trailer  | \$ 125.00          | per truck or trailer      | No                         |    |
| Up to and including Half Ton truck or single  | \$ 30.00           |                           |                            |    |
| Fibreglass boats (boats not in metal piles)   | \$ 50.00           |                           |                            |    |
| Surcharge for improperly sorted Bulk Waste and C&D Material   |                    |                           |                            |    |
| Pickup Truck or Trailer   | \$ 30.00           | per truck or trailer      | No                         |    |
| Any Commercial Vehicle  | \$ 500.00          |                           |                            |    |

### No Charge Items

- Personal Vehicle Tires ONLY on or off rims (No Commercial or Industrial Tires)
- Electronic waste – if deposited in appropriate location for recycling
- White goods – washers, dryers, stoves
- Refrigerators, freezers, dehumidifiers and air conditioners (at any site provided they have been **tagged** by a qualified Technician as 'Refrigerant' free)
- Brush – stumps must be under 10 cm. (4 inches)
- Household batteries

## Schedule 'G' to Bylaw 2025-001 Hastings Highlands Cemetery Fees

| Item   | Fees        | HST Applicable<br>(Yes or No) |
|--|-------------|-------------------------------|
| <b>Interment Rights (Casketed and Cremated Remains)</b> (Price includes 40% or \$290.00 Care and Maintenance Fee as prescribed by the <i>Funeral, Burial and Cremation Services Act</i> , 2002 and Ontario Regulation 30/11, as amended) |             |                               |
| 5' x 10' Lot - Resident *  | \$ 550.00   | Yes                           |
| 10' x 10' Plot - Resident  | \$ 1,050.00 | Yes                           |
| 5' x 10' Lot - Non-Resident *  | \$ 1,680.00 | Yes                           |
| 10' x 10' Plot - Non-Resident  | \$ 3,300.00 | Yes                           |
| <b>Grave Marker/Monument</b> (The below Care and Maintenance Fees are prescribed by the <i>Funeral, Burial and Cremation Services Act</i> , 2002 and Ontario Regulation 30/11, as amended)   |             |                               |
| Flat Marker (Smaller than 173 sq.in)   | No Fee      | No                            |
| Flat Marker (At least 439.2 sq. cm/173 sq. in.)  | \$ 100.00   | No                            |
| Upright Marker – Small (1.22m/4ft or less in height and 1.22m/4ft or less in length, including the base)   | \$ 200.00   | No                            |
| Upright Marker – Large (more than 1.22m/4ft in height and more than 1.22m/4ft in length, including the base)   | \$ 400.00   | No                            |
| <b>Interment Fees</b>  |             |                               |
| Each Interment of Cremated Remains (Opening and Closing of Grave for Cremation by the Municipality)  | \$ 200.00   | Yes                           |
| Secondary Interment Fee  | \$ 200.00   | Yes                           |
| <b>Disinterment Fees (Casketed and Cremated Remains)</b>   |             |                               |
| Disinterment of casketed remains   | \$ 1,000.00 | Yes                           |
| Disinterment of cremated remains   | \$ 500.00   | Yes                           |
| <b>Administration Fees</b>   |             |                               |
| Transfer of Interment Rights to Another Person   | \$ 50.00    | Yes                           |
| Duplicate Interment Rights Certificate   | \$ 25.00    | Yes                           |
| Staking Fee **   | \$ 50.00    | Yes                           |

\*The definition of a resident and non-resident are defined in the Municipality's Cemetery Bylaw.

\*\* A mandatory Staking Fee will be applied to all Interments/Disinterments and Monument/Marker Installations. Staking to be conducted by Cemetery Operator (Municipal Staff)

All fees are due and payable prior to any interments/disinterments taking place or before the installation of any monument/markers etc.

## Schedule 'H' to Bylaw 2025-001

### Election Fees

| Item   | Fees      | Units of Measure | HST Applicable (Yes or No) |
|--|-----------|------------------|----------------------------|
| <b>Election Registration</b>                                       |           |                  |                            |
| Filings for Registration - Mayor (legislated fee)                  | \$ 200.00 | per registration | No                         |
| Filings for Registration – All other offices (legislated fee)      | \$ 100.00 | per registration | No                         |
| <b>Election Sign Deposit for Municipal Election or By-Election</b> |           |                  |                            |
| Mayor  | \$ 75.00  | per candidate    | No                         |
| Deputy Mayor   | \$ 75.00  | per candidate    | No                         |
| Councillor   | \$ 75.00  | per candidate    | No                         |
| Registered Third Party Advertiser                                  | \$ 75.00  | per candidate    | No                         |
| School Board Trustee   | \$ 50.00  | per candidate    | No                         |
| Federal/Provincial Elections                                       | \$ 75.00  | per candidate    | No                         |
| Sign Removal   | \$ 10.00  | per sign         | No                         |

## Schedule 'I' to Bylaw 2025-001

### Fire Service Fees

| Item  | Fees                       | HST<br>(Yes or No) |
|---|----------------------------|--------------------|
| Vehicle accidents and fires on provincial roads under the jurisdiction of the Ministry of Transportation Ontario (MTO).   | As per annual MTO rates    | No                 |
| Vehicle accidents and fires on municipal, provincial or private roads under the jurisdiction of the Municipality of Hastings Highlands.   | As per annual MTO rates    | No                 |
| <b>False Alarm Response</b>   |                            |                    |
| <b>Preventable (3rd and subsequent offences)</b> Note: This fee is chargeable to the owner of the property at which the alarm was activated, as defined in Section 1 of the Ontario Fire Code, O. Reg 388/97 as amended, for every third and subsequent occurrence in a 12-month period, where fire department vehicles are dispatched, and it is determined by the fire department that the alarm was due to an improperly functioning alarm system. This shall not apply where the conditions were not within the control of the owner, including but not limited to, changes in atmospheric conditions, excessive vibrations, power failure, malicious actions of other of fluctuations of water pressure) | As per annual MTO rates    | No                 |
| <b>Due to failure to notify</b><br>This fee is chargeable to the owner of the property at which the alarm was activated, as defined in Section 1 of the Ontario Fire Code, O. Reg 388/97 as amended, for each occurrence where fire department vehicles are dispatched to an activated fire alarm where it is determined by the fire department that the alarm was caused by either a test or repairs to the alarm system where the owner failed to notify their alarm system and/or the fire department).  | As per annual MTO rates    | No                 |
| Failure to perform work on fire alarm system or emergency system when ordered by the Fire Chief.  | As per annual MTO rates    | No                 |
| False Alarm resulting from malicious or mischievous acts  | As per annual MTO rates    | No                 |
| Standby Charges   | \$300.00 hour/vehicle      | No                 |
| Hazardous Materials Spills  | As per annual MTO rates    | No                 |
| Copy of fire inspection report/compliance letter/insurance company report (Copies of inspection reports and/or fire code compliance letters that are provided to property owners and/or applicants or insurance companies (upon request)  | \$120.00 per report/letter | No                 |
| Copy of fire response incident report/insurance company report (Copies of fire department response reports that are provided to property owners and/or applicants or insurance companies upon request.  | \$120.00 per report        | No                 |
| Property file search (Search of property files for information such as pervious fire code violations, outstanding work orders and retrofit requirement compliance)  | \$120.00 per property      | No                 |

| <b>Fire Safety Inspections (upon request for real estate or legal transactions)</b>   |   |                                     |
|---|---|-------------------------------------|
| Residential Dwelling  | \$ 85.00                                      | No                                  |
| 1 to 4 apartment units  | \$ 140.00                                     | No                                  |
| Per unit over 4 units   | \$ 35.00                                      | No                                  |
| Commercial and Industrial Buildings - First 10,000 Square Feet  | \$ 330.00                                     | No                                  |
| Commercial and Industrial Buildings - Additional 5,000 Square Feet  | \$ 140.00                                     | No                                  |
| Multi-Unit Hotels & Motels 1 to 10 units  | \$ 300.00                                     | No                                  |
| Multi-Unit Hotels & Motels Per unit over 10   | \$ 37.00                                      | No                                  |
| <b>Fire Safety Inspections (upon request for accreditation or licensing)*</b>   |   |                                     |
| Day Care Centres  | \$ 170.00                                     | No                                  |
| Private Home Day Care   | \$ 85.00                                      | No                                  |
| Care occupancy (nursing home, rest home & old age home) inspections and monitored fire drills   | \$ 405.00                                     | No                                  |
| Care occupancy (homes for special care) inspections and monitored fire drills   | \$ 290.00                                     | No                                  |
| Follow-up fire safety inspection to verify compliance with an inspection order issued as a result of fire code violations   | \$ 70.00/hr.                                  | No                                  |
| Fire Safety Plan Review   | \$ 85.00 per view                             | No                                  |
| Liquor Licence Letter   | \$120.00 for inspection and compliance letter | No                                  |
| Special Occasion Permit Letter  | \$120.00 for inspection and compliance letter | No                                  |
| Smoke and Carbon Monoxide Alarm   | \$ 30.00                                      | Yes                                 |
| Smoke and Carbon Monoxide Alarm (10 Year Battery)   | \$ 40.00                                      | Yes                                 |
| Additional Fire Department Expenses (Note: The owner of a property shall be responsible for the actual costs required to retain a private contractor or rent special equipment in order to preserve property or evidence or eliminate an emergency or risk. | Actual Costs                                  | HST dependent on services rendered. |
| <b>*Please Note:</b> Inspections/Reports/Letters that are issued by the Fire Department in support of, and as required by the Municipality's Business Licence Policy, shall not be subject to the above user fees.  |   |                                     |

## Schedule 'J' to Bylaw 2025-001 Road Fees

| Item  | Fees  | HST<br>(Yes or No) |
|---|---|--------------------|
| Municipal Consent (MC)  | \$0.20 per metre  | Yes                |
| Temporary road occupation   | \$200 plus \$500 refundable deposit   | Yes                |
| Engineering investigation   | \$200 plus \$200 refundable deposit per monitoring well and \$200 refundable deposit per borehole | Yes                |
| Utility exploration excavation (daylighting)  | \$200 plus a \$500 refundable deposit per site  | Yes                |
| Any excavation work within the road, but not within infrastructure                                  | \$200 per kilometre of road impacted (minimum fee of \$200) plus a \$1,000 refundable deposit     | Yes                |
| Any excavation work within the gravel shoulder of the road  | \$200 per kilometre of road impacted (minimum fee of \$200) plus a \$3,000 refundable deposit     | Yes                |
| Boring under the hard surface without breaking the pavement   | \$200 per kilometre of road impacted (minimum fee of \$200) plus a \$3,000 refundable deposit     | Yes                |
| Any excavation work of the hard surface (excluding gravel shoulder) within the road                 | \$200 per kilometre of road impacted (minimum fee of \$200) plus a \$10,000 refundable deposit    | Yes                |
| Highway 62 Application Highway 62 Sign Erected (up to 32sq. ft. 4'x8') Highway 62 (over 32 sq. ft.) | Subject to Bylaw 2016-060   |                    |
| Entrance Inspection   | \$ 100.00   | No                 |
| Road Entrance Permit (\$100 refunded at completion)   | \$ 500.00 per permit  | No                 |
| 911 sign, post and hardware   | \$ 50.00 per sign   | Yes                |
| Road Signs for Road Development/Right-of-Way Agreements   | \$ 500.00 per sign  | No                 |

### \*Refund for Entrance Permit Applications

Requests for refunds for Entrance Permit Applications must be made in writing to the Operations Manager of the Municipality. If a refund is granted to the applicant of an Entrance Permit Application, the Municipality will retain \$100 of the Entrance Permit Application fee.

## Schedule 'K' to Bylaw 2025-001 Business Licence Fees

| Item   | Term of Business Licence                                      | Fees  | HST<br>(Yes or No) | Comments   |
|--|---|---|--------------------|--|
| <b>Mobile Food Vendor<br/>(Refreshment Vehicle,<br/>Food Truck/Cart etc.)</b>      | One Month Licence   | Resident - \$12.50<br>Non-Resident - \$25.00    | No                 | One Licence required<br>per Application/<br>Operation  |
|  | Three Month Licence   | Resident - \$37.50<br>Non-Resident - \$75.00    |                    |  |
|  | Six Month Licence   | Resident - \$75.00<br>Non-Resident - \$150.00   |                    |  |
|  | Annual Licence<br>(Not Available if on Municipal<br>Property) | Resident - \$150.00<br>Non-Resident - \$300.00  |                    |  |
| <b>Vendor (Goods,<br/>Wares or<br/>Merchandise)</b>                                | One Month Licence   | Resident - \$8.33<br>Non-Resident - \$16.67     | No                 | One Licence required<br>per Application/<br>Operation  |
|  | Three Month Licence   | Resident - \$25.00<br>Non-Resident - \$50.00    |                    |  |
|  | Six Month Licence   | Resident - \$50.00<br>Non-Resident - \$100.00   |                    |  |
|  | Annual Licence<br>(Not Available if on Municipal<br>Property) | Resident - \$100.00<br>Non-Resident - \$200.00  |                    |  |
| <b>Public Market<br/>(Farmers' Market, Flea<br/>Market, Craft Market<br/>etc.)</b> | One Month Licence   | Resident - \$33.33<br>Non-Resident - \$50.00    | No                 | One Licence required<br>per Public Market<br>Application/Operation<br>(Vendors are not<br>required to obtain<br>individual licenses) |
|  | Three Month Licence   | Resident - \$100.00<br>Non-Resident - \$150.00  |                    |  |
|  | Six Month Licence   | Resident - \$200.00<br>Non-Resident - \$300.00  |                    |  |
|  | Annual Business Licence – Not<br>Available                    | N/A   |                    |  |
| <b>Door-to-Door Sales</b>  | Per Day Licence   | Resident - \$25.00<br>Non-Resident - \$50.00    | No                 | One Licence required<br>per Application/<br>Operation  |
|  | One Month Licence   | Resident - \$100.00<br>Non-Resident - \$200.00  |                    |  |
|  | Three Month Licence   | Resident - \$250.00<br>Non-Resident - \$500.00  |                    |  |
|  | Six Month Licence   | Resident - \$500.00<br>Non-Resident - \$1000.00 |                    |  |
| <b>Permit to Operate on<br/>Municipal Property</b>                                 | One Month Permit  | Resident - \$41.66<br>Non-Resident - \$83.33    | Yes                | One Permit required<br>per<br>Application/Operation  |
|  | Three Month Permit  | Resident - \$125.00<br>Non-Resident - \$250.00  |                    |  |
|  | Six Month Permit  | Resident - \$250.00<br>Non-Resident – \$500.00  |                    |  |