



Hastings Highlands

Beautiful By Nature

MUNICIPALITY OF HASTINGS HIGHLANDS CONTACT NUMBERS & EMAIL ADDRESSES

Mayor

Tony Fitzgerald	tfitzgerald@hastingshighlands.ca	Cell: 613-334-5788
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Deputy Mayor

Tammy Davis	tdavis@hastingshighlands.ca	Cell: 613-334-5645
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Councillors

Keith Buck	kbuck@hastingshighlands.ca	Cell: 613-338-3283
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Roger Davis	rdavis@hastingshighlands.ca	Home: 613-338-3216
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Tracy Hagar	thagar@hastingshighlands.ca	Cell: 613-334-7421
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Nancy Matheson	nmatheson@hastingshighlands.ca	Cell: 613-332-5066
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Joan Nieman	jenieman@hastingshighlands.ca	Cell: 613-334-2061
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Staff

David Stewart Chief Administrative Officer/Deputy Treasurer	dstewart@hastingshighlands.ca	613-338-2811 Ext.289
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Suzanne Huschilt Municipal Clerk	shuschilt@hastingshighlands.ca	613-338-2811 Ext.277
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Tanya Dickinson Treasurer	tdickinson@hastingshighlands.ca	613-338-2811 Ext. 290
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Chantelle Beaumier Deputy Clerk	cbeaumier@hastingshighlands.ca	613-338-2811 Ext. 211
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Martin Cox Chief Building Official	mcox@hastingshighlands.ca	613-338-2811 Ext.255
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Harley Foulds Building Inspector	hfoulds@hastingshighlands.ca	613-338-2811 Ext. 256
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(Staff Continued)

John Jardine Municipal Planner	jjardine@hastingshighlands.ca	613-338-2811 Ext. 244
Sarah Bowles Planning Secretary	sbowles@hastingshighlands.ca	613-338-2811 Ext. 222
Dawn Bowers Bylaw Enforcement Officer	dbowers@hastingshighlands.ca	613-338-2811 Ext. 235
Amber Olmstead Financial Analyst – Receivables & Taxes	aolmstead@hastingshighlands.ca	613-338-2811 Ext. 299
Emily Petzold Financial Analyst	epetzold@hastingshighlands.ca	613-338-2811 Ext. 266
Tina James Administrative/Community Services Coordinator	tjames@hastingshighlands.ca	613-338-2811 Ext. 200
Amanda Piszczek Administrative Assistant	apiszczek@hastingshighlands.ca	613-338-2811 Ext. 202
Denver Mayhew Operations Manager	dmayhew@hastingshighlands.ca	613-338-2811 Ext. 288
Warren Scott Operations Supervisor – Bangor, Wicklow and McClure areas	wscott@hastingshighlands.ca	Cell: 613-334-2131
Dylan Rigelhof Operations Supervisor – Herschel and Monteagle areas	drigelhof@hastingshighlands.ca	Cell: 613-334-9588
Bryce Robinson Fire Chief	brobinson@hastingshighlands.ca	Cell: 613-318-9047 613-338-2811 Ext. 313
Ashley Rull Coordinator of Administrative Services - Fire	arull@hastingshighlands.ca	613-338-2811 Ext. 314

Hastings Highlands Public Library
<https://www.hastingshighlandslibrary.ca/>
613-338-2262

After Hours Road Emergency #: **1-888-408-5143**

Municipality of Hastings Highlands
33011 Hwy 62
Box 130
Maynooth, ON
K0L 1C0



Municipal Office
Tel: 613-338-2811
Fax: 613-338-3292
Toll Free: 1-877-338-2818
Email: info@hastingshighlands.ca

REMINDERS:

Tax Bills are mailed out **two times** per year and there are **4** installments:
March & May / August & October.

Taxes may be paid by mail, monthly preauthorized payments, electronic banking (EFT) Credit Card / PayPal only on our website or Interac/Debit & Cash at the Municipal Office during normal office hours.

Post-dated cheques **ARE** accepted.
Taxes are payable in **Canadian Funds** only.

Municipal Facility Rentals- Rentals are available at our Community Centres and at our Baseball and Soccer Fields located throughout Hastings Highlands:
call Tina at 613-338-2811 ext. 200 for availability and pricing.

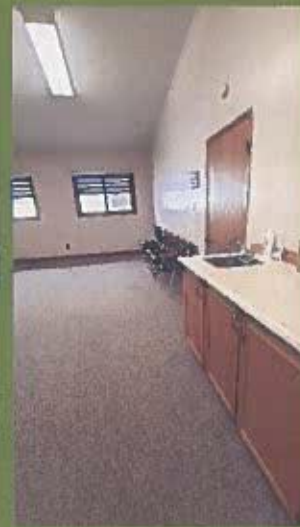
1. Hastings Highlands Centre – Emond Hall
2. Lake St Peter Community Centre
3. Herschel Community Centre
4. Two ball diamonds and one Soccer field (Birds Creek)

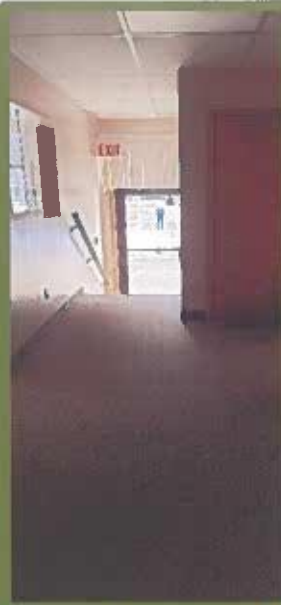
During the Winter Season outdoor ice skating **Rinks** are available for your enjoyment:

- Maynooth
- Lake St Peter
- Birds Creek

Please feel free to call the Municipality for further details: 613-338-2811 Ext 200 or visit our website at: www.hastingshighlands.ca

Herschel Community Centre





Lake St. Peter Community Centre







Hastings Highlands Centre / Emond Hall & the Kitchen / Program Rm

33011 Hwy #62 N., Maynooth, ON K0L 2S0



**Schedule 'E' to Bylaw 2025-001
Facility and Venue Rental Fees**

Facility/Venue Rental	Fees	Units of Measure	HST Applicable (Yes or No)	Comments
Birds Creek Hall - No Kitchen Bi-level floors (Not accessible)				
Hourly	\$ 15.00	per hour	Yes	
Daily	\$ 90.00	per day		
Repeat Users (3 or more visits per year)				
Educational or Fitness	\$ 8.00	per hour	Yes	
Meeting or Social	\$ 10.00	per hour		
Birds Creek Ball Diamond				
Daily	\$ 500.00	per season	Yes	No charge for Children's League
Hourly				
Educational or Fitness (Adult League)				
Birds Creek Soccer				
Daily	\$ 500.00	per season	Yes	No charge for Children's League
Hourly				
Educational or Fitness (Adult League)				
HH Centre Emond Hall (without Kitchen)				
Hourly	\$ 35.00	per hour	Yes	
Daily	\$ 200.00	per day		
Liquor Licence or Paid Admission	\$ 40.00	per hour		
Repeat Users (3 or more visits per year)				
Educational or Fitness (Adult League)	\$ 15.00	per hour	Yes	
Meeting or Social	\$ 25.00	per hour		
HH Centre Program Room/Kitchen				
Hourly	\$ 15.00	per hour	Yes	
Daily	\$ 90.00	per day		
Liquor Licence or Paid Admission	\$ 20.00	per hour		
Repeat Users (3 or more visits per year)				
Educational or Fitness (Adult League)	\$ 8.00	per hour	Yes	
Meeting or Social	\$ 10.00	per hour		
Lake St. Peter Hall				
Hourly	\$ 15.00	per hour	Yes	
Daily	\$ 75.00	per day		
Liquor Licence or Paid Admission	\$ 40.00	per hour		
Repeat Users (3 or more visits per year)				
Educational or Fitness (Adult League)	\$ 8.00	per hour	Yes	
Meeting or Social	\$ 10.00	per hour		
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.				



PROPERTY TAX PAYMENT OPTIONS

There are a variety of ways to pay your property taxes. Property owners can:

- drop off **cheque** payment to the Municipal drop box located to the left of the front door at the main office
- Mail in **cheques** and stubs to the municipality (*If you would like a receipt, include a self addressed stamped envelope and we can mail back the receipt of payment*)
- **Telephone banking** payment made through your financial institution
- **In-Person** at your financial institution-bring all tax bills with you
- **Internet banking** payment made through your financial institution
- By **credit card** through the municipal website under the 'My Account' feature (your current tax bill is needed to set this up)

**For electronic payment options, the Roll Number will be the account number.
Hastings Highlands roll numbers all begin with 1290 and are 19 digits long**

The four tax installments are due

March 18, May 20, Aug. 19 and Oct. 21, 2025

Accounts Receivable (AR) payments, **cheques** can be dropped off or mailed in.
AR payments may also be paid through your financial institution, and through the municipal website under the 'My Account' feature.
(an account and invoice number will be required)

The Municipality of Hastings Highlands
PO Box 130
33011 Highway 62N
Maynooth, ON
K0L 2S0

Call 613-338-2811 or visit: www.hastingshighlands.ca



Hastings Highlands

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33011 Highway 62
Maynooth, ON K0L 2S0

Tel: 613-338-2811

Fax: 613-338-3292

Toll Free: 1-877-338-2818

Website: www.hastingshighlands.ca

Email: aolmstead@hastingshighlands.ca

PROPERTY TAX ROLL MAILING ADDRESS CHANGE REQUEST:

PLEASE NOTE THAT WE REQUIRE WRITTEN PERMISSION FROM ALL OWNERS.

DATE: _____

ROLL #'S: _____

ALL PROPERTY OWNER NAMES: _____

NEW MAILING ADDRESS: _____

PHONE #: _____ **EMAIL:** _____

- By completing this, I/we hereby authorize the Municipality of Hastings Highlands to provide this mailing address change to the Municipal Property Assessment Corporation (MPAC).

ALL PROPERTY OWNER SIGNATURES: _____

For name change information, please visit:
<https://www.ontario.ca/page/change-name#section>

Administration Use Only

Tax Department Update Completed: _____ *Date:* _____

Clerks Department Update Completed: _____ *Date:* _____

Personal information is collected under the authority of the Municipal Act, 2001 for the purpose of processing tax billings, planning applications, and other related Municipal administration. The personal information submitted will be used to provide you with information or updates on services or activities that the Municipality of Hastings Highlands delivers under the Municipal Act or other legislation. Questions about the collection of this personal information should be directed to the Municipal Clerk at 613-338-2811 ext. 277 or clerk@hastingshighlands.ca



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Tel: 613-338-2811
Toll Free 1-877-338-2818
Fax: 613-338-3292

#33011 Hwy 62, P.O Box 130
Maynooth, Ontario, K0L 2S0

CONFIRMATION OF PRE-AUTHORIZED PROGRAM DEBIT (PAP) SIGN UP

Property Tax Account must be current at a \$0.00 balance in order to sign up.

Please fill in this form and return to the office of the Municipality of Hastings Highlands with a personal cheque unsigned and marked **VOID**. This cheque will be used for verification purposes.

PAYOR NAMES: _____

DATE: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TELEPHONE #: _____ EMAIL ADDRESS: _____

For the purposes of paying property taxes for ROLL#: _____

If Additional Roll #'s: _____

THIS FORM GIVES AUTHORIZATION FOR

The Municipality of Hastings Highlands, #33011 Hwy #62, P.O Box 130, Maynooth, ON, K0L
2S0 to debit Payor's Account (Check One)

Yes _____ No _____

ACCOUNT NAME: _____

FINANCIAL INSTITUTION (Name & Transit #): _____

ACCOUNT #: _____

VARIABLE AMOUNTS PAYABLE THE 23RD DAY EACH MONTH (2 VARIABLE AMOUNTS per
year January & July will be calculated by the Municipality for the purpose of the tax account to be
at a \$0 Balance come December 31 in each given year)

CONFIRMATION OF PRE-AUTHORIZED PROGRAM DEBIT (PAP) SIGN UP

Payment Start Date **23RD** OF (MONTH/YEAR ONLY) _____

Pre-Authorized Debit is for (Check One) PERSONAL _____ BUSINESS _____ purposes

PRE-NOTIFICATION TERMS

For Variable PADs the Payee has agreed to pay the required amount that is needed for their tax account to be at a Zero Balance at the end of December. The Payee has agreed that we may reduce or waive the pre-notification for variable amount PADs and agree that advance notice is not required prior to the debit being processed. The January Variable is based on ½ of the previous year's taxes unless there has been tax adjustments during that given year which may alter that calculation to be less or more.

I/WE have read and understood the terms of this authorization and acknowledge receipt of copy thereof. **(Joint Accounts require both signatures)**

Signed _____ Dated _____

Signed _____ Dated _____

Note:

The PAD Agreement may be cancelled provided notice is received 15 days prior to the PAD monthly date- and not to exceed thirty (30) days before the next scheduled PAD. A Cancellation Notice is required to be filled out and may be obtained at the Municipal Office. If any of the above details are incorrect, please contact us immediately at the above information. If the details are correct, you do not need to do anything further and your Pre-Authorized Debits will be processed and start on the Payment Date indicated above. You have certain recourse rights if any debit does not comply with these terms. You have the right to receive a reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca . (Exception; If a Funds Transfer PAD and coded "650" or "83" , CPA Member initiating the Funds Transfer must advise that the Payor will not have recourse within the CPA Rules.

CONSENT FOR DISCLOSURE OF PERSONAL INFORMATION

I, _____ & _____
Authorize the Municipality of Hastings Highlands to disclose the personal information listed above for the purpose of this PRE-AUTHORIZED DEBIT (PAD) SIGN UP document, until such time as the CANCELLATION OF PRE-AUTHORIZED DEBIT FORM IS COMPLETED.

Date: _____

Signatures: _____ & _____



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Tel: 613-338-2811
Toll Free: 877-338-2818
Fax: 613-338-3292

#33011 Hwy 62, P.O Box 130
Maynooth, Ontario K0L 2S0

CANCELLATION NOTICE OF PRE-AUTHORIZED DEBITS (PADS)

Date: _____

I/We (Payor Names):

Cancel my/our authorization to issue (Personal or Business) pre-authorized debits in the current amount against roll #: _____

Effective on: _____.

I/We acknowledge that this cancellation does not terminate any other obligation that I/We may have with the Payees.

All Property Owners to
Sign: _____

Payor/Valid Signing Authority(ies)

Where the Payor's account agreement requires the signature of two or more signing authorities, the signatures of all such person are required for the purposes of this Cancellation Notice.

Note: Subject to the terms of any agreement between a Payor and Payee including their Payor's PAD Agreement, a Cancellation Notice may be provided to a Payee by way of registered mail, telephone, Internet, e-mail, fax or prepaid courier and must be provided in compliance with the notice requirements for cancellations, if any, set out in the applicable Payor's PAD Agreement.



Hastings Highlands

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Assessment Resource Guide for Residents

Updated October 2020

Municipal Property Assessment Corporation (MPAC)

As a property owner in Ontario, you'll receive a [Property Assessment Notice](#) in the mail from MPAC every four years updating the value of your property. Due to the COVID-19 pandemic, the Ontario government has postponed the 2020 Assessment Update. They have indicated that property assessments for the 2021 property tax year will continue to be based on the fully phased-in January 1, 2016 current values. This means your property assessment for the 2021 property tax year will be the same as the 2020 tax year, unless there have been changes to your property. **MPAC's Website:** www.mpac.ca

Key Messages for Property Owners

Property owners are able to access www.aboutmyproperty.ca when they receive their Property Assessment Notice in the mail. Login details are included on every Notice mailed. Visitors to the site can also view videos explaining assessment.

VIDEO: AboutMyProperty Overview <https://www.youtube.com/watch?v=o6ATjrN2ttcc>

When owners receive their Property Assessment Notice, they should review it. No further action is required unless an owner has questions or disagrees with their assessed value or classification. If an owner doesn't agree with their assessment, they have the option to file a request for reconsideration (see link to video below).

VIDEO: The Request for Reconsideration Process
<https://www.youtube.com/watch?v=EPGN-THof5Q>

Farm Property Class Tax Rate Program

To request that a property be eligible for the farm property classes, a request must be filed with the Agricorp. Agricorp is assuming the role of primary point of contact for the [Farm Property Class Tax Rate Program](#), also known as the "Farm Tax Program," effective February 25, 2019.

The Farm Tax Program is staying the same, but farmland owners will now contact Agricorp for eligibility and enrolment, instead of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

<https://www.agricorp.com/en-ca/News/2019/Pages/AgricorpBeginsDeliveryOfFarmTaxProgram.aspx>



Hastings Highlands

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Assessment Resource Guide for Residents

Updated October 2020

Managed Forest Tax Incentive Program

To request that a property be eligible for the managed forest tax incentive program, a request must be filed. More information is available on this website

<https://www.ontario.ca/page/managed-forest-tax-incentive-program>



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Bin Layout



PLEASE BE AWARE

To better serve the public, a new recycling and waste process and organization system has been instituted. Signs have been posted to label the bins / areas where specific types of recyclables and waste should be deposited. Please be sure that all items are deposited in the correct bins.

It is no longer permitted to deposit plastic bags in RECYCLING bins. All recyclables should be placed in bins loose. Alternatives to plastic bags include cardboard boxes, which can be placed in the correct bin afterwards. Or a blue recycling box may be purchased from the Municipal Office.

For further enquiries, please contact the Municipal Office at 613-338-2811 ext. 288, Operations Manager. For landfill site hours, please see the Municipality of Hastings Highlands website www.hastingshighlands.ca



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Containers



NO BAGS - LOOSE ITEMS ONLY

Aluminum cans

Steel cans and containers

Metal cans - empty, dry, lids removed, no plastic bottom paint pails

Frozen juice containers

Cartons - milk, juice, cream, rinsed and lids removed

Egg cartons - plastic

Clear glass containers

Coloured glass containers

Plastic containers - lids removed, #'s 1-7 including PET, HDPE, mixed plastics, tubs, all rinsed, lids are recyclable

Clam shell packages - no styrofoam

All lids and caps are recyclable

Waste



CLEAR BAGS ONLY

Used paper towels, tissue or toilet paper

Styrofoam and film plastic (e.g. grocery bags, milk bags, sandwich bags)

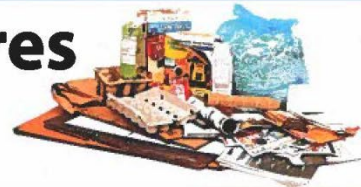
Plastic planting pots

Table scraps and kitchen waste

Anything non-recyclable

Inside your clear bag you may place 1 non-clear personal privacy bag. This bag will hold items you want not to be seen, or not wanting to leak. For example, personal hygiene items, diapers and bandages, or wet food scraps. This smaller bag can be any colour. For the residents that only accumulate one personal waste bag, there is no need to put it in an additional clear bag. Non-compliant garbage bags will be refused unless resident removes recycling from bag.

Fibres



NO BAGS - LOOSE ITEMS ONLY

Newspaper/Mixed paper

Box board

Magazines/Catalogues

Household fine paper

Books - soft cover or with hard cover removed

Telephone books

Brown bags

Egg cartons - fibre

Wrapping paper

Corrugated cardboard



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As per Bylaw 2019-049, April 17, 2019

Black plastics are waste



*****Please rinse all recyclable containers and remove all lids
Lids are recyclable*****



Hastings Highlands

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Municipality of Hastings Highlands **Spring and Summer** Waste Site Hours of Operation **May 13, 2025 - October 14, 2025**

	Sand Bay 16 Runnalls Lane No C&D Material No Leaf or Yard Waste *	Wolf Creek 567 River Rd No C & D No Leaf or Yard Waste *	Papineau Lake 113 South Papineau Lake Road No C & D *	Musclow-Greenview 3375 Musclow-Greenview Rd. No C & D *	East Lake 59 Cardwell Lake Road * Accepts mattresses & polystyrene (foamed plastics)	Lake St. Peter 2825 Hwy 127 No C & D Material *	North Baptiste 353 North Baptiste Lake Road No C&D material No Leaf or Yard Waste *	Hickey Rd. East 202 Hickey Road East No C & D No Leaf or Yard Waste, No Tires *	South Baptiste 2539 South Baptiste Lk Rd No C & D *
Monday					12:00pm-5:00pm				
Tuesday	7:00am-12:00pm							12:00pm-5:00pm	
Wednesday		12:00pm-5:00pm	12:00pm-5:00pm		7:00am – 12:00pm				12:00pm-5:00 pm
Thursday						12:00pm-5:00pm	12:00pm-5:00pm		
Friday								12:00pm-5:00pm	
Saturday	12:00pm-5:00pm		7:00am-12:00pm	7:00am-12:00pm	12:00pm-5:00pm	7:00am-12:00pm	12:00pm-5:00pm		7:00am-12:00pm
Sunday		12:00pm-5:00pm *	2:00pm-7:00pm *	12:00pm-5:00pm *		2:00pm-7:00 pm *	2:00pm-7:00pm *		12:00pm-7:00pm *

*Site that will accept large or Commercial (C&D) Construction and Demolition waste (C&D), mattresses and polystyrene (foamed) plastics

* No Industrial Commercial or Institutional Waste

* Holiday Mondays - All Landfill Sites Regularly Open on Sunday will also be OPEN on HOLIDAY MONDAYS using the same hours as Sunday.

Office phone: 613 338 2811 ext. 200 - **Office fax:** 613 338 3292 - **Office Email:** info@hastingshighlands.ca

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'				
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



Hastings Highlands

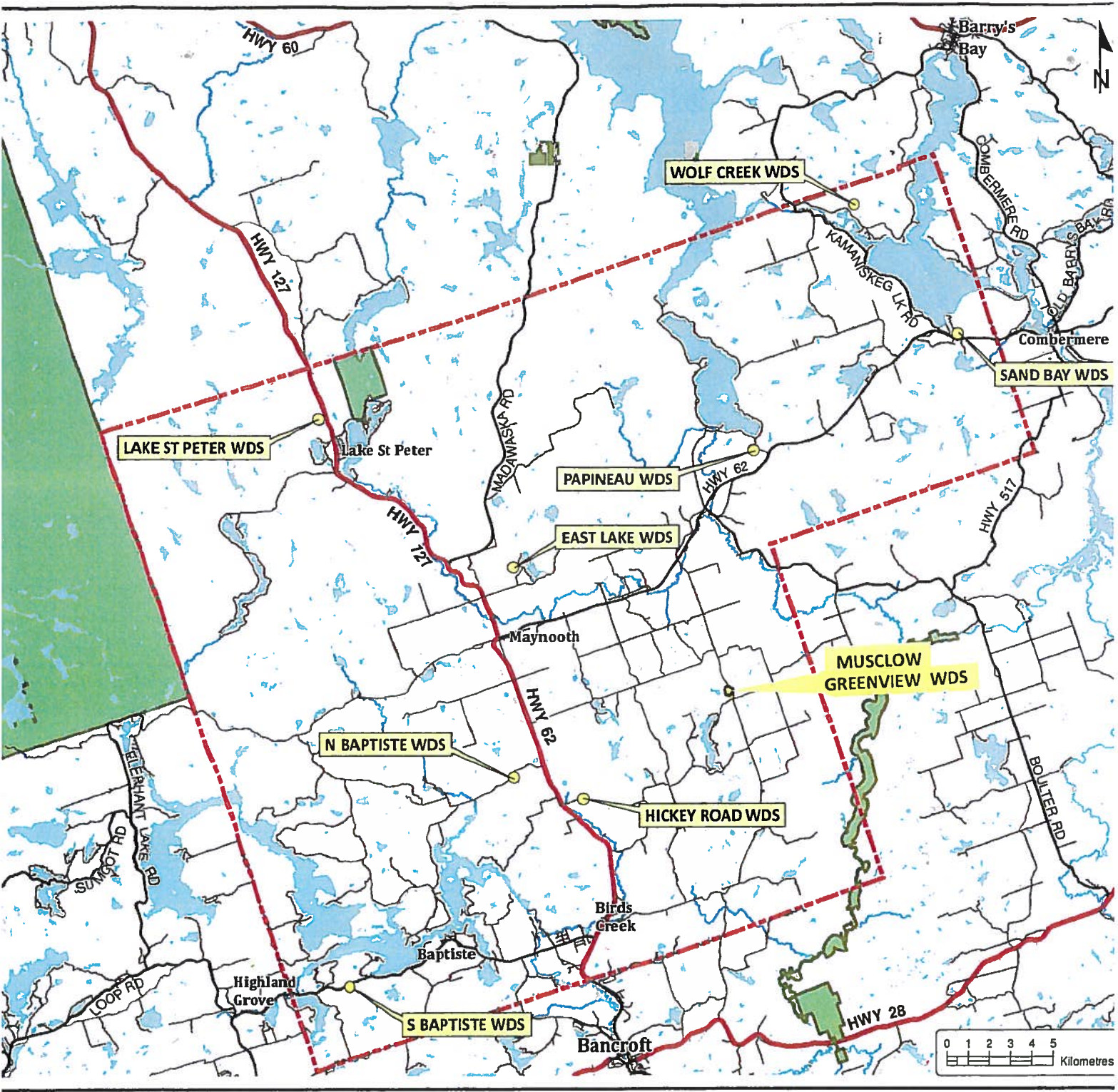
Beautiful By Nature

**33011 Hwy 62, P.O Box 130,
Maynooth, Ontario, K0L 2S0**

**Tel: 613-338-2811 or
Toll Free 877-338-2818
Fax: 613-338-3292**

WASTE SITE KILOMETRES TO BANCROFT

<u>Site Name</u>	<u>KM TO BANCROFT</u>
SAND BAY , 16 Runnalls Lane <i>Highway 62 turn North on Sand Bay (south end of Kamaniskeg Lake)</i>	50.6 km
LAKE ST.PETER , 2825 Hwy.127 <i>Highway 127 north of stores, around corner on West side</i>	33.3 km
WOLF CREEK , 567 River Road <i>Hwy 62 to Centreview Road to Siberia Road, over Bridge, Turn right onto River Road, dump on left, 2 miles</i>	62.5 km
NORTH BAPTISTE , 353 North Baptiste Lake Road <i>Hwy 62 to North Baptiste Lake Road, 1 mile on left</i>	18.7 km
MUSCLOW-GREENVIEW , 3375 Musclow-Greenview Road <i>Between Graphite Rd & Salmon Trout Lake Road. on West side North of Fire Hall)</i>	25.1 km
EAST LAKE , 59 Cardwell Lake Road <i>Hwy 127 turn east on East Lake Rd. ½ km to N. Cardwell Lake Road</i>	27.1 km
SOUTH BAPTISTE , 2539 South Baptiste Lake Road <i>West of Baptiste Village between Bowers Point Road and Diamond Lake</i>	18.3 km
PAPINEAU LAKE , 113 South Papineau Lake Road <i>Hwy 62 to South Papineau Lake Road .5 km on left</i>	32.6 km
HICKEY ROAD EAST , 202 Hickey Road East <i>Hwy 62 to Hickey Road, turn east 2 km</i>	15.5 km





Hazardous and



Special Products Events 2025

6 ANAF Road

Saturday July 12, 2025 & Saturday October 18, 2025

ACCEPTED ITEMS MAY INCLUDE:

Automotive and Garage Products – antifreeze, transmission fluid, batteries and battery acid, gasoline, diesel fuel, kerosene, motor oil, auto waxes, automotive fluids, oil containers

Household Cleaning Products – ammonia based, chlorine bleach, disinfectants, drain cleaning agents (acids and bases), oven cleaners, window cleaners

Paints and Paint Related Materials – ***PLEASE DO NOT MIX LATEX AND OIL BASED PAINTS*** Latex paint, oil-based paint, furniture and paint stripping agents, driveway sealers and roof patch, brush cleaners, primers, stains, varnishes, wood preservatives, linseed oil, wood stains, varsol and solvents

Pesticides and Garden Products – flea collars and sprays, mothballs, roach and ant poisons, arsenicals, fungicides, fertilizers, insecticides, herbicides, molluscicides (snail & slug bait), rat and mouse poison

Miscellaneous Products – aerosols (empty containers as well), thinners and turpentine, dry cell batteries (disposable and rechargeable), propane cylinders, BBQ lighter fluids, smoke detectors and co2 detectors, Sharps – place in a rigid plastic container (needles only), fluorescent light tubes and bulbs (unbroken), photographic chemicals, pharmaceuticals (medicines and expired prescriptions), nail polish & polish remover, thermometers, thermostats and switches, glues and adhesives, pool chemicals and bleach
(PLEASE DO NOT MIX) Please keep chemicals separate from other chemicals!

ITEMS NOT ACCEPTED: **NO INSTITUTIONAL COMMERCIAL AND INDUSTRIAL WASTE (IC & I)** Radioactive materials, explosives, fireworks, ammunition, biological waste, PCB waste, helium or freon tanks or any unknown waste

*******Old electronics and tires WILL NOT BE ACCEPTED at this Event *******

Please leave materials in their original containers and pack items securely in your vehicle to avoid mixing or spillage.

For more information, please call 613-338-2811 Ext 202 or submit a Customer Service Request:

www.hastingshighlands.ca

Submit a Customer Service Request

www.hastingshighlands.ca

9:00 a.m. – 2:00 p.m.



Hastings Highlands
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Flood Fact Sheet

(content from www.getprepared.gc.ca)

Before a flood:

- Put weather protection sealant around basement windows and the base of ground-level doors.
- Install the drainage for downspouts a sufficient distance from your residence to ensure that water moves away from the building.
- Consider installing a sump pump and zero reverse flow valves in basement floor drains.
- Do not store your important documents in the basement. Keep them at a higher level, protected from flood damage.
- If you have a livestock farm, remember that livestock have a natural "move away instinct" to flash flood waters. They generally seek higher ground if possible. When purchasing or designing your livestock operation, it is important to allow livestock a way to reach high ground in each pasture. Without access, livestock will fight fences and be at a greater risk of drowning. Livestock will initially panic during flash floods. This complicates livestock handling.

If a flood is forecast

- Turn off basement furnaces and the outside gas valve.
- Take special precautions to safeguard electrical, natural gas or propane heating equipment.
- If there is enough time, consult your electricity or fuel supplier for instructions on how to proceed.
- In floods, in a rural farm setting, sheltering livestock may be the wrong thing to do. Leaving animals unsheltered is preferable because flood waters that inundate a barn could trap animals inside, causing them to drown.
- If evacuation of the animals is being considered, then evacuation procedures, places, and routes should be planned. Animal evacuation routes must not interfere with human evacuation routes. Alternate routes should be found in case the planned route is not accessible. Places where animals are to be taken should be decided in advance and arrangements made with the owners of these places to accept the animals.

If flooding is imminent

- Move furniture, electrical appliances and other belongings to floors above ground level.
- Remove toxic substances such as pesticides and insecticides from the flood area to prevent pollution.
- Remove toilet bowls and plug basement sewer drains and toilet connections with a wooden stopper.
- Disconnect eavestroughs if they are connected to the house sewer.
- In some cases, homes may be protected with sandbags or polyethylene barriers. This approach requires specific instructions from your local emergency officials.
- Do NOT attempt to shut off electricity if any water is present. Water and live electrical wires can be lethal. Leave your home immediately and do not return until authorities indicate it is safe to do so.

During a flood

- Keep your radio on to find out what areas are affected, what roads are safe, where to go and what to do if the local emergency team asks you to leave your home.
- Keep your emergency kit close at hand, in a portable container such as a duffel bag, back pack, or suitcase with wheels.

If you need to evacuate

- Vacate your home when you are advised to do so by local emergency authorities. Ignoring such a warning could jeopardize the safety of your family or those who might eventually have to come to your rescue.
- Take your emergency kit with you.
- Follow the routes specified by officials. Don't take shortcuts. They could lead you to a blocked or dangerous area.
- Make arrangements for pets.
- Time permitting, leave a note informing others when you left and where you went. If you have a mailbox, leave the note there.

Never cross a flooded area

- If you are on foot, fast water could sweep you away.
- If you are in a car, do not drive through flood waters or underpasses. The water may be deeper than it looks and your car could get stuck or swept away by fast water.
- Avoid crossing bridges if the water is high and flowing quickly.
- If you are caught in fast-rising waters and your car stalls, leave it and save yourself and your passengers

After a flood

Restore your home to good order as soon as possible to protect your health and prevent further damage to the house and its contents.

Re-entering your home

- Do not return home until authorities have advised that it is safe to do so.
- If the main power switch was not turned off prior to flooding, do not re-enter your home until a qualified electrician has determined it is safe to do so.
- Use extreme caution when returning to your home after a flood.
- Appliances that may have been flooded pose a risk of shock or fire when turned on. Do not use any appliances, heating, pressure, or sewage system until electrical components have been thoroughly cleaned, dried, and inspected by a qualified electrician.
- The main electrical panel must be cleaned, dried, and tested by a qualified electrician to ensure that it is safe.
- Depending on where you live, your municipal or the provincial inspection authority is responsible for the permitting process required before your electric utility can reconnect power to your home.

Ensure building safety

- Make sure the building is structurally safe.
- Look for buckled walls or floors.
- Watch for holes in the floor, broken glass and other potentially dangerous debris.

Water

- Flood water can be heavily contaminated with sewage and other pollutants. It can cause sickness and infections.
- If through colour, odour or taste you suspect that your drinking water has been contaminated, don't drink it.
- Household items that have been flood-damaged will have to be discarded according to local regulations.

For more information, visit <https://www.getprepared.gc.ca/cnt/rsracs/pblctns/flds-wtd/flds-wtd-eng.pdf>

Power Outage Fact Sheet

(content from www.getprepared.gc.ca)

- First, check whether the power outage is limited to your home. If your neighbours' power is still on, check your own circuit breaker panel or fuse box. If the problem is not a breaker or a fuse, check the service wires leading to the house. If they are obviously damaged or on the ground, stay at least 10 meters back and notify your electric supply authority. Keep the number along with other emergency numbers near your telephone.
- If your neighbours' power is also out, notify your electric supply authority.
- Turn off all tools, appliances and electronic equipment, and turn the thermostat(s) for the home heating system down to minimum to prevent damage from a power surge when power is restored. Also, power can be restored more easily when there is not a heavy load on the electrical system.
- Turn off all lights, except one inside and one outside, so that both you and hydro crews outside know that power has been restored.
- Don't open your freezer or fridge unless it is absolutely necessary. A full freezer will keep food frozen for 24 to 36 hours if the door remains closed.
- **Never use charcoal or gas barbecues, camping heating equipment, or home generators indoors. They give off carbon monoxide. Because you can't smell or see it, carbon monoxide can cause health problems and is life-threatening.**
- Use proper candle holders. Never leave lit candles unattended and keep out of reach of children. Always extinguish candles before going to bed.
- Listen to your battery-powered or crank radio for information on the outage and advice from authorities.
- Make sure your home has a working carbon monoxide detector. If it is hard-wired to the house's electrical supply, ensure it has a battery-powered back-up.
- Protect sensitive electrical appliances such as TVs, computer, and DVD players with a surge-protecting power bar.

If you have to evacuate:

Evacuation is more likely during winter months, when plummeting temperatures can make a house uninhabitable. Although a house can be damaged by low temperatures, the major threat is to the plumbing system. If a standby heating system is used, check to see that no part of the plumbing system can freeze.

If the house must be evacuated, protect it by taking the following precautions:

- Turn off the main breaker or switch of the circuit-breaker panel or power-supply box.
- Turn off the water main where it enters the house. Protect the valve, inlet pipe, and meter or pump with blankets or insulation material.
- Drain the water from your plumbing system. Starting at the top of the house, open all taps, and flush toilets several times. Go to the basement and open the drain

valve. Drain your hot water tank by attaching a hose to the tank drain valve and running it to the basement floor drain.

- Note: If you drain a gas-fired water tank, the pilot light should be turned out – call the local gas supplier to re-light it.
- Unhook washing machine hoses and drain.
- Do not worry about small amounts of water trapped in horizontal pipes. Add a small amount of glycol or antifreeze to water left in the toilet bowl, and the sink and bathtub traps.
- If your house is protected from groundwater by a sump pump, clear valuables from the basement floor in case of flooding.

After the power returns:

- Do not enter a flooded basement unless you are sure the power is disconnected.
- Do not use flooded appliances, electrical outlets, switch boxes or fuse-breaker panels until they have been checked and cleaned by a qualified electrician.
- Replace the furnace flue (if removed) and turn off the fuel to the standby heating unit.
- Switch on the main electric switch (before, check to ensure appliances, electric heaters, TVs, microwaves computers, etc. were unplugged to prevent damage from a power surge).
- Give the electrical system a chance to stabilize before reconnecting tools and appliances. Turn the heating-system thermostats up first, followed in a couple of minutes by reconnection of the fridge and freezer. Wait 10 to 15 minutes before reconnecting all other tools and appliances.
- Close the drain valve in the basement.
- Turn on the water supply. Close lowest valves/taps first and allow air to escape from upper taps.
- Make sure that the hot water heater is filled before turning on the power to it.
- Check food supplies in refrigerators, freezers and cupboards for signs of spoilage. If a freezer door has been kept closed, food should stay frozen 24 to 36 hours, depending on the temperature. When food begins to defrost (usually after two days), it should be cooked; otherwise it should be thrown out or composted.
- As a general precaution, keep a bag of ice cubes in the freezer. If you return home after a period of absence and the ice has melted and refrozen, there is a good chance that the food is spoiled. When in doubt, throw it out!
- Reset your clocks, automatic timers, and alarms.
- Restock your emergency kit so the supplies will be there when needed again.

For more information, visit <http://www.getprepared.gc.ca/cnt/rsrscs/pblctns/pwrtgs-wtd/pwrtgs-wtd-eng.pdf>

Tornado Fact Sheet

(content from www.getprepared.gc.ca)

Warning signs include:

- Severe thunderstorms, with frequent thunder and lightning
- An extremely dark sky, sometimes highlighted by green or yellow clouds
- A rumbling sound or a whistling sound.
- A funnel cloud at the rear base of a thundercloud, often behind a curtain of heavy rain or hail.

During a tornado

If you are in a house

- Go to the basement or take shelter in a small interior ground floor room such as a bathroom, closet or hallway.
- If you have no basement, protect yourself by taking shelter under a heavy table or desk.
- In all cases, stay away from windows, outside walls and doors.

If you live on a farm

- Livestock hear and sense impending tornadoes. If your family or home is at risk, the livestock will be a non-issue. If your personal safety is not an issue, you may only have time to open routes of escape for your livestock. Open the gate, if you must, and then exit the area in a tangent direction away from the expected path of the twister.

If you are in an office or apartment building

- Take shelter in an inner hallway or room, ideally in the basement or on the ground floor.
- Do not use the elevator.
- Stay away from windows.

If you are in a gymnasium, church or auditorium

- Large buildings with wide-span roofs may collapse if a tornado hits.
- If possible, find shelter in another building.
- If you are in one of these buildings and cannot leave, take cover under a sturdy structure such as a table or desk.

Avoid cars and mobile homes

- More than half of all deaths from tornadoes happen in mobile homes.
- Find shelter elsewhere, preferably in a building with a strong foundation.
- If no shelter is available, lie down in a ditch away from the car or mobile home. Beware of flooding from downpours and be prepared to move.

If you are driving

- If you spot a tornado in the distance go to the nearest solid shelter.
- If the tornado is close, get out of your car and take cover in a low-lying area, such as a ditch.

In all cases

- Get as close to the ground as possible, protect your head and watch for flying debris.
- Do not chase tornadoes - they are unpredictable and can change course abruptly.
- A tornado is deceptive. It may appear to be standing still but is, in fact, moving toward you.

For more information, visit <http://www.getprepared.gc.ca/cnt/rsrcls/pblctns/svrstrms-wtd/svrstrms-wtd-eng.pdf>

SHORT TERM

RENTAL OWNERS

are responsible for keeping
their guests informed of
applicable bylaws and
property standards
while vacationing in
Hastings Highlands



Help Guests to be a Good Neighbour
Tourism is a vital part of our community



A short term rental is defined as any
rental that is less than 30 days

For more information

please contact 613-338-2811 ext 200

- *burning restrictions
- *waste and recycling
- *noise and fireworks
- *travel trailers belong in campgrounds
- *save your septic



Hastings Highlands

Beautiful By Nature

NEW
Restricted Days
for use of
Fireworks

Noise and Fireworks Bylaw

BYLAW 2020-062



No person shall set off Consumer
Fireworks on any day during the year,
except on Fridays
and Saturdays
between dusk and 11:00 p.m.

from June 20th to

Thanksgiving Weekend Monday.

AND to include

New Year's Eve, Victoria Day,
Canada Day and Labour Day;

unless permitted by the Municipality

Fines from

\$100 up to \$1000

****No person shall set off any Fireworks when there
is a Fire Ban in effect or the Fire Danger Rating is
"High" or "Extreme", wherein no open-air burning is
permitted****



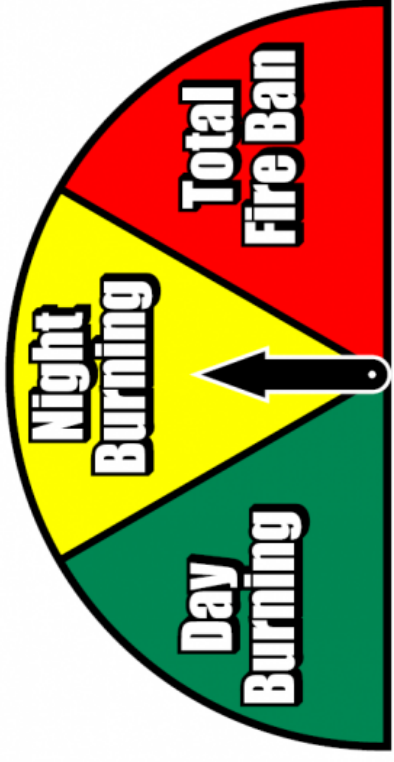
Hastings Highlands

Beautiful By Nature



Hastings Highlands

Seasonal Fire Restriction area



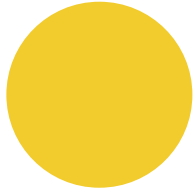
Daytime Burning Restrictions

**no Fires from 7am-7pm, April 1-October 31,
annually unless in a FULL FIRE BAN**

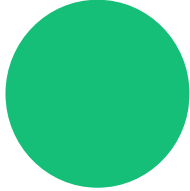
Fines Starting from \$485/hr

You are in Ontario's Fire Zone

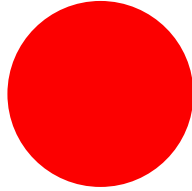
Seasonal Restrictions



Night Burning only **April 1-October 31**
(annually unless in a Total Fire Ban)



Day Burning allowed **November 1-March 31**
(annually)



TOTAL FIRE BAN

*checkout the **www.HastingsHighlands.ca**
Fire Meter to see if a Ban is in place*

Do You Want to Build in Hastings Highlands?

Step One – Planning

Community planning is aimed at identifying common community goals and balancing competing interests. The County of Hastings Official Plan contains goals, objectives, and policies to manage and direct future growth in the Municipality of Hastings Highlands. The Hastings Highlands Comprehensive Zoning Bylaw is a policy tool that implements the goals and objectives set out in the Official Plan.

The Planning Department provides advice, reviews applications, and makes recommendations to Council and the Committee of Adjustment for planning applications and matters in accordance with Ontario's *Planning Act*.

The Planning Department also reviews applications and is an integral part of the process for landowners purchasing Shore Road Allowances and entering into Development Agreements with the Municipality.



Rural Land Use Planning

Before any development can occur on a property, a landowner is required to have a 911 number to ensure emergency services are able to locate the property and the entrance is built to Ministry of Transportation standards. Contact the Municipality of Hastings Highlands for an Entrance Permit application.

<https://hastingshighlands.ca/services/roads/>



Did you know?

If you're building on waterfront property, silt fencing is one of the cheapest and most effective ways to keep storm water sediment on a construction site from contaminating our lakes.

The Municipality requires a silt fence deposit of \$750.00 for building permits issued within 30 metres of a water body (Refundable after final inspection. Not refundable after three years from permit issued date or if the silt fence is not installed).



Building and Planning Process

Thinking of Building? What Should I Do?

Building a new home, addition or accessory building can be both an exciting and daunting process, and it is always a good idea to involve Hastings Highlands' Planning Department at the early conceptual stages.

As part of the initial process, we strongly recommend you complete a Pre-consultation Form with a sketch/site plan. This helps the Planning Department to review the concept/plan and provide advice from a land use planning perspective.

A Pre-consultation Form can be found at <https://hastingshighlands.ca/services/building-planning/planning/thinking-of-building-what-should-i-do/step-1-planning/>

The complete Pre-consultation Form and sketch/site plan can be submitted through the Customer Service Request by clicking the "yellow button" at <http://www.hastingshighlands.ca> or by mail/drop-off at the Municipal office.

Need more information?

What is the zoning of my property?

Can I sever my property?

Can I buy my Shore Road Allowance?

Do I need a Minor Variance?

What does Environmentally Protected mean?

Submit a **Customer Service Request** and a member of the Planning Team will contact you.



The latest breaking building news!

Step Two - Building

Having worked through the initial Planning Stages (Step 1), you should now be able to establish what structure(s) you can build on your property and the location(s) in relation to your lot lines. You are ready to move from conceptual stage/plans to construction plans.

Homeowners may design their own home and accessory buildings, however, if you have no experience in construction or working with the Ontario Building Code, we strongly recommend you consult with a design professional to minimize potential delays.

Please review the Municipality's Building Permit Guide and Application package, available through our website or by contacting/attending our office. The package includes a checklist and guidance on how to complete the permit application package.

For a building permit application to commence, the Municipality requires a complete package to be submitted, including a site plan, construction drawings, forms from the package completed/signed and building fees paid.

Once the Municipality has received the completed application and fees, the residential permit review process takes ten business days for the initial review, after which the applicant will receive either a building permit, or a plans examination letter explaining what additional information is required for a permit to be issued. **Please note:** If further information is required, the Building Dept. will review any follow up submissions in sequential order.

What other fees and permits are required?

Electrical permits and inspections fall under the jurisdiction of the Electrical Safety Authority (ESA).

It's the responsibility of the homeowner or builder to contact the ESA for permits/approvals.

Septic system permits (up to 10,000 litres per day) and approvals are treated as Building Permits under the jurisdiction of the Municipality.

An **entrance permit** is required to install a new entrance on your property, to change the location of an existing one, or to install a second entrance. Entrance approvals are handled by the Roads & Public Works Department

New civic addresses (9-1-1 numbers) for vacant lots are acquired through the Roads Department. Contact the Planning Clerk for further information.



Projects that require a building permit

Under the *Ontario Building Code Act*, a building permit is required to construct, demolish, renovate, alter, install, or change the use of a building. The following is a list of typical projects or situations that require the issuance of a building permit prior to construction:

- New buildings or structures greater than 10 square metres (108 ft²) in total floor area, measured by the outside dimensions, or any size if they include services. This includes sleeping cabins, boathouses or other accessory buildings or structures, (and single storey sheds greater than 15 square metres in area).
- Additions to existing buildings or structures.
- Renovations that involve structural framing, altering means of egress and for exits.
- New or replacement decks.
- Wood burning appliances, including new or replacement of existing components.
- Replacement of windows or doors if the rough opening size is enlarged.
- Relocation or addition of plumbing fixtures.
- Replacement of interior water supply or drainpipes.
- Wind turbines that generate more than 3 kW of electricity.
- Solar panels on new/existing structures will require a permit.
- Quonset huts and pre-engineered metal buildings.
- Repair or replacement of all types of building foundations. Note that load bearing cement slabs for all houses, and garages greater than 55 square metres (592 sq ft) require engineered design.

Projects that do not require a Building Permit

- Single storey storage buildings with a total floor area of 15 sq. metres (160 ft²) or less. Zoning Bylaw requirements must still be followed.
- Fences but still must be 30 m from water body.
- Replacement of plumbing fixtures (toilet, sink, bathtub, shower, hot water tank) in their original locations.
- Replacement of windows or doors where the rough opening size does not change.
- Replacement of shingles or other non-structural roofing material. Replacing or adding new roof trusses or rafters, requires a building permit.
- Installation of photovoltaic (PV) panels on a pole. Note: an electrical permit may be required. Check with an electrician or the Electrical Safety Authority.
- Wind turbines that generate 3 kW or less of electricity.

Please Note: You must still comply with the requirements of the Municipality's Zoning Bylaw and, if applicable, the Ontario Building Code. If the above lists do not include specifics related to your project, or if you're not sure whether a permit will be required, please contact the Building Department.



The scoop of the day

The latest updates



Waterfront construction site.

Every Summer, there are many reports and enquiries to the Building Department from boaters regarding the occurrence of construction visible from the waterfront. As of the 2021 construction season, Hastings Highlands started providing waterfront permit holders with an additional copy of their building permit. The additional permit will be pink and laminated and is to be visibly posted at the waterfront. Therefore, any new additional construction on a waterfront property without a laminated pink permit, can be reported to the Building Department at 613-338-2811 ext. 255 and the Building Department will investigate.

Frequently Asked Planning and Building Questions

Q: I would like to purchase a set of house plans that I saw in a magazine or on the internet. Would these be acceptable to submit with my building permit application?

A: Under the new Ontario Building Code requirements, all plans, drawings, and specifications submitted for building permit approval must be prepared by the home owner or by a certified designer registered with the Ontario Ministry of Municipal Affairs and Housing. A certified designer will have a Building Code Identification Number (BCIN).

Q: My brother-in-law knows AutoCAD and has offered to do my house plans for me. Is this, okay?

A: If your brother-in-law is a certified designer and has a registered BCIN number with the Ontario Ministry of Municipal Affairs and Housing, his drawings would be acceptable for submission with your building permit application. He would need to fill out and sign the Schedule 1: Designer Information sheet, included with your building permit application form.

Q: I'm thinking of finishing my basement. Do I need a Building Permit?

A: Yes, you may require a Building Permit. If your renovation activity includes installation, erection, extension or material alteration or repair, a Building Permit is required. Contact the Building Dept. if you are not sure whether a Building Permit is required.

Q: How can I check if my designer has a BCIN or is qualified under the Building Code?

A: The qualification and registration status of a designer may be verified through the Ontario Ministry of Municipal Affairs and Housing's public registry, accessible online through their Qualification and Registration Tracking System (QuARTS). To search the Public Register, visit:

<https://csconramp.mah.gov.on.ca/onmah/preLogin.do>, click on Search Public Register, and enter the designer's surname or business name.

Q: Can I do the drawings for my own house or addition?

A: The Ontario Building Code allows a homeowner to prepare and submit their own building plans provided that the plans are legible, drawn at an appropriate scale, and contain all the required information.

Q: Can I erect a utility or storage shed on my vacant property?

A: No. These types of structures are considered "accessory" to the principal building, such as your home or cottage. They are not permitted as the principal building.

Q: When does a building permit application require a septic system approval?

A: A septic permit application is required at the same time you are applying for a building permit if you are (1) constructing a new building; (2) adding a bedroom, sleeping cabin, or washroom; (3) increasing the number of fixture units (sink, toilet, bathtub, shower, laundry, dishwasher, etc.); or (4) increasing the total floor area of the building by 15 percent or more.

Q: I need to replace my existing septic system – do I need a permit and where do I get it?

A: Yes, you do need to get approval prior to installing any new septic system or replacing an old one. This includes greywater leaching pits, leaching pits for overflow from composting toilets (known as a cesspool), septic tanks, tile beds and holding tanks. Septic permits are issued by the Building Department.

Q: How long does it take to process a building permit?

A: 10 business days for residential/septic permits, and a minimum of 15 days to 30 days for commercial permits depending on the major occupancy and size of the structure.



Shipping (Sea) Containers

Depending on the zoning and if the specified provisions can be met, you may be able to use a shipping container as an accessory structure. A building permit may be required when adding these structures to your property. Contact the Building Dept. to find out if you require a building permit. Shipping containers are not permitted on vacant land.

Building or buying a tiny home? Check out the below Government of Ontario website.

<https://www.ontario.ca/document/build-or-buy-tiny-home#section-1>

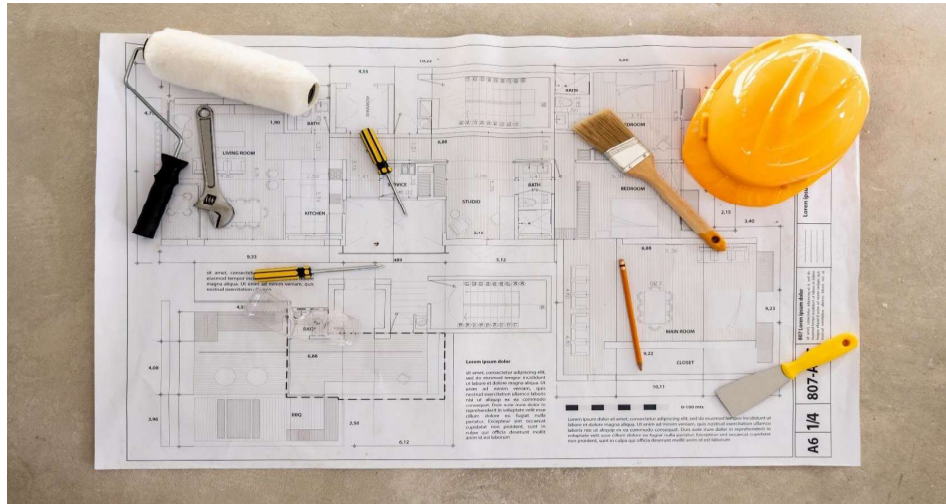
Tiny Homes



Before you decide to add a tiny home to your property, it is important that you first speak with our municipal planning and building departments. They can tell you whether you can add or build a tiny home to your property and answer questions related to the Building Code, zoning and other by-laws.

Some of the important things you should talk to your municipality about as you consider building a tiny home include:

- municipal zoning requirements that apply to your property,
- designing your tiny home to comply with the Building Code,
- getting necessary building permits required building inspections during construction,
- parking requirements,
- size requirements for tiny homes,
- rules about connecting to municipal services, if available.



If you start construction without the necessary permits, you may be ordered to stop work, ordered to remove work already done, charged a 'Commencing Construction before Permit Issued' fee, or prosecuted. Contact the Building Department if you are not sure whether you need a permit for your project.

If the structure was improperly built without obtaining a permit, you still must get a permit to demolish it. If you're working on more than one structure, you must get a separate demolition permit for each one that requires demolition. A shed and detached garage on the same property, for instance, each requires their own demolition permit. So, in that case, you would need to demolition permits.

A building inspector reviews projects during key stages of construction to ensure work complies with the Building Code and the plans originally submitted for review. The inspector may visit a site several times depending on the project. They must be able to see the work that requires inspection. An inspector requires 48 hours' notice to book an inspection. As the new homeowner, it is your responsibility to ensure you use the home in a manner that meets the Ontario Building Code. Do not assume the previous owner obtained a building permit before doing renovations to the home. Have your real estate lawyer contact the municipality's Planning Dept. for a compliance report before final sale.

Open Building Permits

If you have an open building permit, you are required by law* to notify the Building Department for an inspection. It is also in your best interest to do so, as having an open building permit may affect the following:

- Future real estate transactions
- Mortgage financing

Please contact the Hastings Highlands Building Department to arrange an inspection of your property.

Demolition Permits

A demolition permit is required to demolish any building that is larger than 10 square metres (108 sq. ft.) or any part of a building that is attached to an existing structure. A demolition permit is a legal document that provides you with the right to demolish any structure that requires a building permit to construct. But just because a building permit was not acquired before construction does not mean you don't need a demolition permit.

Don't move into a house without an Occupancy Permit, it's Illegal

The following is a summary of the current criteria for allowing the occupancy of a newly constructed house:

- a) The structure is substantially completed & ready to be used for its intended purpose,
- b) The building envelope is substantially completed: cladding, roofing, windows, doors, assemblies requiring a fire resistance rating, closures, insulation, vapour barriers & air barriers.
- c) Insulation & vapour barrier is protected from mechanical damage where required,
- d) Required electrical supply is provided,
- e) Required firefighting access routes have been provided & are accessible,
- f) Required exits, floor access and egress systems, handrail, guards, smoke alarms, carbon monoxide detectors, fire separations & fire stopping components & systems are completed & operational,
- g) Required exhaust fumes barriers & self-closing devices on doors between attached or built-in garage & the dwelling unit are completed & operational,
- h) Water supply, sewage disposal, lighting & heating systems are completed & operational,
- i) Foamed plastics are protected by an approved covering,
- j) The water system, building drain, building sewer, drainage system, and venting system are completed and operational,
- k) Required plumbing fixtures are substantially completed and operational.



Hastings Highlands

Beautiful By Nature

Getting Started

With the Cloudpermit Building Permit System

The Municipality of Hastings Highlands is pleased to offer residents, builders, and the business community **Cloudpermit** – an online system to apply for and track your building permits.

The Cloudpermit building permit system allows you to apply for and to see the status of your application anywhere, at any time. You can start an application and finish it later and receive email updates on the status of your permit application.

To Create an Account

To get started with Cloudpermit, you need to create an Account. Note you will need an email address to use the system.

1. Go to the Cloudpermit site at <https://ca.cloudpermit.com>
2. Click on "Create a New Account" found under the "continue" arrow.
3. Provide your email address.
4. Cloudpermit will send an email to the address you have provided.
5. Open the email and complete the registration process.

The next time you visit the site, you'll login using your email and password.

Cloudpermit 

To Start a New Application

Login to Cloudpermit.

Click the **"Apply for a Permit"** button in the upper right-hand corner.

Create a New Project and give it a name. Some combination of your address and the project type might be a good way to keep track if you'll be applying for multiple permits (for example - 742 Evergreen Terrace – Basement Reno. Then select NEXT.

Provide the **Location** where the work will be taking place. Change the municipality (drop-down menu in the upper right-hand corner) to Hastings Highlands. You can then type in your address or roll number, OR you can find your property on the map. Once you have the correct location (it appears under the map), select NEXT.

Select the **Application Type and Category** appropriate for your project. Most of the categories are self-explanatory, but note that you would select "accessory structures" for smaller structures like sheds and detached garages. Then select NEXT.

At this point, you'll see a **Summary**. Check if the information is accurate. If you need to make changes, use the "Back" button. If everything is correct, select CREATE.

Draft Permit Application

You'll now see your draft Building Permit application. You'll need to provide a bit more information before submitting your application request.

Ensure the "receive email notifications" is marked as YES. (Email is the primary way in which we will communicate with you throughout the process.)

Under "General"

Under **Parties of the Application**, you can add email addresses for other

people and/or companies that should have access to the application. You may wish to add your spouse, contractor, architect, etc.

- You must have an owner and an applicant. Make sure to include contact information for both. Note the owner and applicant may be the same person.
- When you provide another party's information, you'll be asked to give them permission to modify (change) the application and/or add new applications to the project. For example, you may wish to give your heating contractor the ability to add a new application for a heating permit.
- You can also opt to type in the information manually, in which case the party will not receive an email indicating they have been added to the application.

Under **Application Data**, indicate what type of work you are doing, and the type of building on which you'll be working. When you do that, any additional forms that you are required to complete will appear. Click on the forms and complete the required information.

Under "Attachments"

You may also be required to provide **Attachments** like site plans, architectural drawings, etc. Click on the "Attachments" title to see what is required for your project.

- Upload your items by dragging them into the grey box OR using the "click here" button to select them from your computer.
- Once they have uploaded, select the type of attachment and then select done.
- Do this for all of the required attachments.

If at any time you need to change or update the attachments (prior to submitting your application), you can delete (the little garbage cans) and upload again.

Sign Off on the Application

At this point, you are ready to **Sign Off** on the application, using the button at the top right-hand side of the page.

- Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."
- Note that you can download a copy of the sign-off form at the top of the page.

Submit your Application

You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status. You will also receive an email advising you when the building permit is ready and how to pay.

To Pay for your Permit

Building Permit Fees may vary depending on the type of work required. Review the Building Permit Fees for details on specific fees. For more information or questions, please contact the building department.

New Online Payment Options are available: Hastings Highlands now accepts E-Transfer Payments for Building Permit Applications. Our E-Transfer form can be found [here](#). Payment can also be made using Debit, Cheque, and Cash in-person at the Municipal Office during hours of operation. If you have any questions or for more information, please contact 613-338-2811 or info@hastingshighlands.ca

To Request an Inspection

Once you have received your permit and the work is underway, you will require building inspectors to visit your site and sign-off on your work at various points in the project. You can request these inspections through Cloudpermit.

To book an inspection, login to Cloudpermit and select "Go to project" under the project requiring an inspection. Then select the application by clicking on the address.

A page will pop-up with the details of your project's location. At the bottom of that page you'll see the heading "**Work & Construction**" and a box entitled "Inspections." Click on "Show upcoming inspections" and select "Request inspection" under the building element you are ready to have reviewed.

Under the "New inspection request" that pops-up, select the date and time you would like to request.

- Inspection requests must be made two business days in advance.

You'll see the unconfirmed request listed.

Once staff receive the request, you will receive an email confirmation for the inspection.

- Note: If you need to change the date or time, or cancel the request, select "Modify request."

Tips

Dashboard - At any point, you can return to the "My Dashboard" page to see which applications you have made and if we are waiting on any information from you to process your application further.

Delete - You can delete your application at any time by using the "Select Action" drop-down menu at the top of the page.

Need Help?

Visit <https://support-ca.cloudpermitpermit.com/en/support/home> for

answers to commonly asked questions. Contact Hastings Highlands'

Building Department for help during business hours.

Martin Cox - Chief Building Official

Phone: (613) 338-2811 Ext. 255

Email: mcox@hastingshighlands.ca

Harley Foulds - Building Inspector

Phone: (613) 338-2811 Ext. 256

Email: houlds@hastingshighlands.ca



SEPTIC Do's and Don'ts

If you take good care of your system, you will save yourself the time, money and worries involved in replacing a failed system. Failed systems can be hazardous to the environment and your pocketbook. It can degrade water supplies and reduce your property value.

Here are some valuable tips to ensure the longevity of your system:

DO	DON'T
do familiarize yourself with the location of your system	don't flush hazardous chemicals, paint, cigarette butts or sanitary products
do keep an "as built" system diagram in a safe place for reference	don't use a garbage disposal or garburator
do divert surface water away from your leaching bed	don't plant trees or shrubs too close to the system or leaching bed
do pump out your tank on a regular basis (3-5 years)	don't dig without knowing the location of your septic system
do repair leaky plumbing fixtures	don't drive over your tank or leaching bed
do conserve water to reduce the amount of wastewater that must be treated	don't enter a tank - gases and lack of oxygen can be fatal
do replace old toilets with low-flush models	don't connect rain gutters, storm drains or allow surface water to drain into a sewage system
do keep lint out of your septic system by cleaning the lint filter on your washing machine	don't leave interior faucets on to protect water lines during cold spells — insulate your faucets and plumbing.
do keep the tank access lid secure to the riser all the time	don't connect water softeners to your system, as the salt content can destroy the bacteria required and can overload the system when backwashing
do keep accurate records of septic system maintenance and service calls	

For more information on septic systems and their care please visit our web site www.oowa.org

RESILIENT SHORELANDS

The **Littoral Zone** extends from the water's edge to where sunlight no longer penetrates to the bottom of the water. This is where docks are built and people swim. However, we share this area with an incredible array of biodiversity as up to 90% of lake species (e.g., pike, ducks, otters and turtles) are born, raised, fed, or live in the littoral zone.

The **Shoreline** is the edge where the land and water meet. The mix of plants, shrubs, and trees form an intricate web of roots, foliage, and fallen limbs that hold the waterfront together and fend off erosion from wind, rain, boat wakes and ice.

The **Riparian Zone**, also known as the Ribbon of Life, extends inland from the shoreline for at least 15 metres and may be flooded during high water periods. It is a natural buffer protecting the shoreline, water quality, and natural habitat both on land and in the water. It is made up of trees, shrubs and grasses that absorb excess nutrients (e.g., fertilizers) and pollutants (e.g., seepage from septic systems, oil, gas and pesticides) before they can contaminate the water.

The **Upland Zone** is a drier forested area with better drainage compared to the riparian zone. The deep roots of trees stabilize the slope, the foliage buffers the effects of wind, the canopy cools its surroundings, and plants provide habitat for deer, birds, porcupines, grouse, rabbits, and many other creatures.

Upland

Riparian

Shoreline

Littoral

Supported by:
Janet Taylor
Mark Snider
Glenn Tunnock
Mary Rae





YOUR SHORE: A NATURAL WONDER

For many cottagers and other waterfront residents, the quiet spot by the lake is a little bit of paradise where we can relax, play, and enjoy being closer to nature. But it's a special place for another reason too. The zone where the water meets the land is the richest natural environment most of

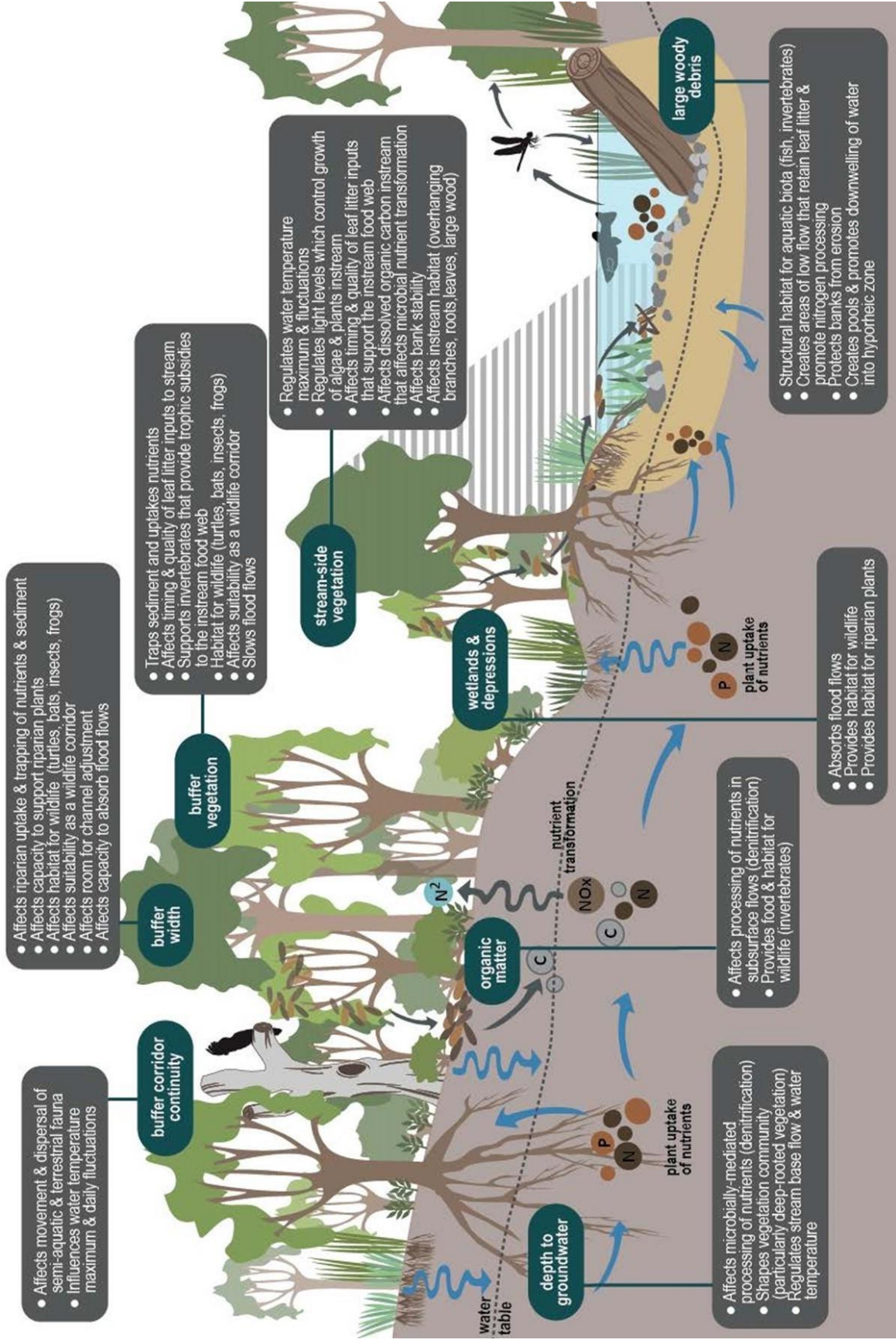
us will ever come into contact with, and almost certainly the most complex piece of the earth we'll have the opportunity to live near and share. Equally important, the waterfront is crucial to your lake's health, acting as lungs, doormat, cafeteria, and daycare for the lake, as well as a living retaining wall for the shore.



When a natural shoreline is altered, often by well-intentioned projects meant to improve waterfront living, that intricate balance between the creatures, plants, and earth is toppled. Call it the "domino effect." A typical scenario goes like this: After smashing the piggy bank to pay for a cottage lot, the new owners want to enjoy that priceless view of the water (and who wouldn't?). So they gather the extended family for a weekend logging bee and clear out the thicket of plants, shrubs, and trees lining the shore. But once the trees and shrubs are gone, the soil their roots held in place begins to erode. Now the cottager family spends uneasy weekends watching their frontage become lakefill. Worried about the erosion of their property and investment, they forego renovations to their city home and use the cash to build a break-wall. In a few years, the wall, undermined by the constant pounding of the waves, begins to list or crack. This time,

the owners dip into the kids' university fund to underwrite a new series of repairs. What began as a bid to see the lake turns into a grudge match between the cottagers and the waterfront – and both sides are taking a beating.

Why not declare a truce and weave your cottage needs into the natural shore? This booklet will show you how to protect and nurture the qualities that make it such a special location. Because much of our waterfront is no longer in a natural state, however, it also offers cottagers and other landowners constructive solutions for restoring an altered shoreline to its former health and beauty. *The Shore Primer* is the second in a series of booklets on waterfront stewardship published by Cottage Life in association with Fisheries and Oceans Canada. It, in combination with *The Dock Primer* (see p. 22), can help you become a better caretaker of your own little piece of paradise.



A Regulatory Guide to Achieving Environmental Net Gain at the Waterfront



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This document was produced and reviewed by the Planning For Our Shorelands program steering committee:

- Cataraqui Conservation Authority
- Federation of Ontario Cottagers' Associations
- Friends of the Tay Watershed Association
- Janet Taylor
- The Land Between
- Mark Snider
- Mary Rae
- Watersheds Canada



Cataraqui
conservation



The Land
Between

Cottage Country's
Conservation Organization

FRIENDS OF



THE TAY
WATERSHED



Federation of Ontario Cottagers' Associations



Watersheds
CANADA

The Planning For Our Shorelands program presents webinars and best practices resources to address common and very complex problems facing waterfront communities today by promoting an ecosystem-based approach in land use decision-making. By restoring shoreland vegetation, creating opportunities for environmental net gains, and promoting sustainable development practices, Planning for our Shorelands highlights natural climate solutions as holistic and resilient solutions to these common waterfront challenges. This program is led by Watersheds Canada, a national charitable organization (863555223RR0001): <https://watersheds.ca/>

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Canada

The Catherine and Maxwell
MEIGHEN FOUNDATION

Definition: Environmental Net Gain is an approach to ensure that (re)development leaves the natural environment in a measurably improved state compared to prior conditions.

Currently, very few municipalities mention Environmental Net Gain in their existing policies around waterfront development proposals. A more common requirement is to demonstrate that “no adverse effects” or “no negative impacts” will result from the proposed development, often demonstrated through an Environmental Impact Study. However, analyzing the net loss resulting from a single development proposal is difficult to determine because it does not consider the cumulative effects of development surrounding a waterbody and therefore is not a reliable gauge for sustainable development.

Instead, Environmental Net Gain emphasizes actions that can be made on any property to improve the natural environment (namely the shoreline and lake) as a result of the development plan. This includes properties where the existing development no longer meets the legal standards of the municipality (e.g., legally non-complying buildings and structures).

Environmental Net Gain Policies

Environmental Net Gain should be consistently highlighted throughout all policy documents, including the Official Plan, Zoning By-law, Site Alteration By-law, and Site Plan Control By-law, to address situations where development cannot avoid occurring within the regulated setback and to protect the ecological function of the land and adjacent water.

Examples of Environmental Net Gain Provisions

Innisfil Community Planning Permit By-law: “If a proposal does not achieve the requirements of Section 5.5.2(a), an overall net gain of shoreline vegetation shall be required.” (s 5.5.2.2.)

Lake of Bays Development Permit By-law: “If a proposal does not achieve the requirements of Sections 4.73 to 4.75, a Category 2 Council Variation Development Permit is required, and an overall net gain of shoreline vegetation shall be required.” (s 4.77)

Rideau Lakes Site Plan Control Enforcement and Vegetated Shoreline Buffer Policy: “Natural shoreline buffers are often required as a result of a development application. When development occurs in and around sensitive natural areas a negative impact on the lake or river is anticipated. One of the easiest ways to offset this impact is to establish a natural shoreline buffer along your waterfront. This environmental ‘net gain’ allows landowners to complete their development project while ensuring environmental integrity is maintained.” (pg. 5)

Muskoka Lakes Official Plan: “The role of natural vegetated shorelines in buffering waterbodies from erosion, siltation and nutrient migration adjacent to the sensitive littoral zone is critical to the protection of water quality. Preservation and restoration, where appropriate, of shoreline buffers is therefore required. The frontage of a lot will be maintained in a natural state to a target depth of 15 metres (50 feet) from the shoreline where new lots are being created and where vacant lots are being developed. Where lots are already developed and further development or redevelopment is proposed, these targets should be achieved to the extent feasible. Where these targets cannot be met, a net improvement over the existing situation is required.” (s 6.5)

Using Environmental Net Gain

Implementing Environmental Net Gain

1. Ensure that Environmental Net Gain is clearly outlined in the Official Plan (OP), Zoning By-law (ZBL), and other relevant policies (see examples on previous page).
2. Upon receiving a development proposal, ensure the OP & ZBL standards can be met.
3. If standards cannot be met due to existing constraints, require an environmental net gain on the property as a condition for development to occur.
4. Follow up with the property to ensure environmental net gains are implemented and maintained.

If a site assessment determines that a development proposal cannot meet the Official Plan and Zoning standards due to site constraints, Environmental Net Gain may be a condition to allow development to proceed. Some examples of how to achieve this could include:

- ☐ Restoring and maintaining 75% of shoreline frontage with native vegetation. Emphasize planting the shoreline but they may also be planted along the side lot lines, or in front of the main dwelling, septic system, and other hardened areas.
- ☐ Maximizing building setback.
- ☐ Improving stormwater management methods (e.g., diverting water away from the waterbody and into a rain garden).
- ☐ Allowing one access point to the water through a winding narrow pathway made of porous materials (e.g., coarse gravel).
- ☐ Encouraging floating, pipe, or cantilevered docks to mitigate risk of erosion and destruction of fish spawning areas.
- ☐ Limiting dock size.
- ☐ Upgrading sewage disposal systems and moving them back at least 30 metres from the shoreline.
- ☐ Establishing "No Mow Zones".

No Mow Zones

Some site conditions may be unsuitable for planting due to their existing conditions such as shallow soil levels or rocky areas. In these cases, a "no mow zone" may be a suitable alternative to plantings. The area that is designated a "no mow zone" is to be left in its current condition, without any mowing, landscaping, or disturbances to allow the area to return to its natural state.

Note: Invasive species, which can appear in "no mow zones" and other vegetated areas, can prevent native plants from colonizing the area. It is recommended that invasive species are addressed prior to designating a "no mow zone" and the area's conditions are frequently monitored to ensure native species thrive.

As many of the above listed items as possible should be included in waterfront development applications to maximize the Environmental Net Gain on the property and ensure incremental improvements to protect the waterbody, hold the shoreline together, mitigate flood risks, provide wildlife habitat, and improve the overall natural aesthetic.

On the next pages are two resources to help a municipal planner with the review of waterfront development applications to identify suitable conditions to approve that would help achieve an Environmental Net Gain.

LAKEFRONT



ENVIRONMENTAL NET GAIN



There are many things to consider when evaluating a waterfront redevelopment application. Below are recommended best practices for allowing development to proceed while taking steps to protect the natural environment and resilience of a waterfront property.

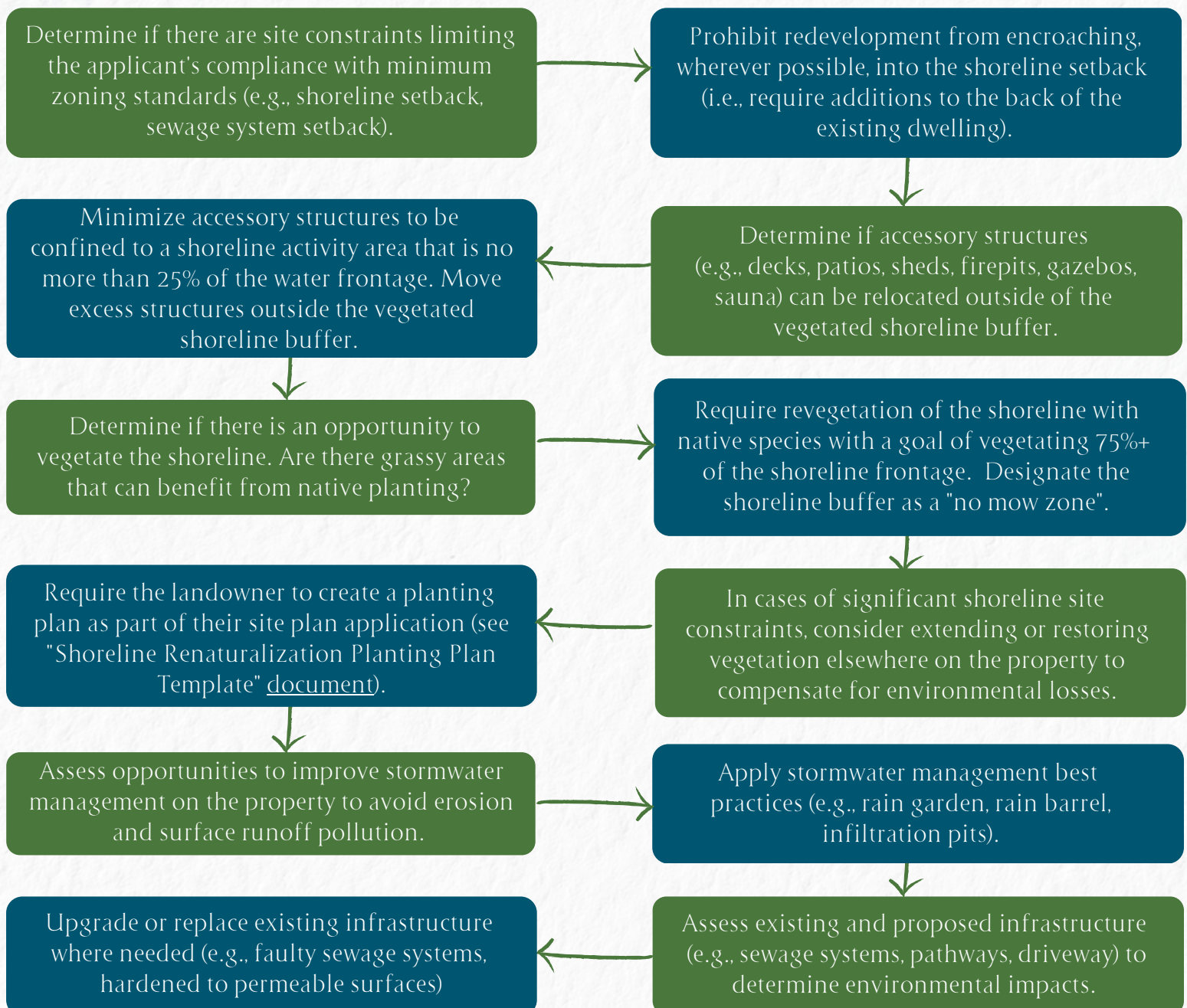


Recommended Actions for Waterfront Redevelopment Applications

This evaluation guide is to help municipal decision-makers assess redevelopment proposals through the lens of environmental sustainability. This document identifies opportunities for Environmental Net Gains over existing conditions in site plan control applications.

Note: Redevelopment is defined as an expansion to an existing structure or a rebuild of over 50% of the existing structure.

 Consideration
 Recommendation





PLANNING FOR OUR
SHORELANDS

For more information, contact:

Watersheds Canada

shorelandproject@watersheds.ca



Watersheds
C A N A D A

Watersheds Canada is a federally incorporated non-profit organization and registered Canadian charity (863555223RR0001). We are committed to providing programs in communities across the country to engage and help shoreline owners, students, and community groups enhance and protect the health of their lakes, rivers, and shorelines.

www.watersheds.ca

