

The Corporation of The Municipality of Hastings Highlands

Bylaw 2025-050

To Amend Bylaw 2025-001 User Fees and Service Charges

Whereas the *Municipal Act*, S.O. 2001, as amended, allows a Municipality to pass bylaws respecting matters in its jurisdiction;

And Whereas the *Municipal Act*, S.O. 2001, c.25, 5.391(1) provides that a municipality may pass a bylaw to impose fees or charges;


And Whereas the Municipality Council, at its meeting on July 16, 2025 adopted a Policy on the naming of roads within the Municipality of Hastings Highlands and approved Road Naming User Fees and Service Charges;


And Whereas the Council of the Corporation of the Municipality of Hastings Highlands deems it appropriate to amend Bylaw 2025-001 to include these fees in Schedule "C";

Now Therefore, The Council of The Corporation of The Municipality of Hastings Highlands Enacts As Follows:


1. **That** Schedule 'C' in User Fee and Service Charges Bylaw 2025-001 be amended to add "Road Naming or Re-Naming Application" fee with an application fee of \$2,000.00 plus all associated costs, including applicable County of Hastings fees and expense and Legal Review Deposit.
2. **That** this bylaw shall come into force and take effect on the 24th day of September, 2025.

Enacted and Passed in Council this 24th day of September, 2025.





Tony Fitzgerald, Mayor



Suzanne Huschilt, Municipal Clerk

Schedule 'C' to Bylaw 2025-001

Planning Department Fees

Item	Fees	Units of Measure	HST Applicable (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 ¹	\$ 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 ¹	\$ 800.00	per application	No
Road allowance, land purchase price (for the first 150 feet)	\$ 2,000.00 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
Road Naming or Re-Naming Application ²	\$ 2,000.00, plus all associated costs, including applicable County of Hastings fees and expense	per application	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 ²	\$ 3000.00	per application	N/A ²
Legal Review Deposit ²	\$ 750.00	per application	N/A ²

¹Refund 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.

²Deposits: 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.