

Schedule 'A' to Bylaw 2024-002 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 (1 hour minimum)	\$ 25.00	per half hour (1 hour minimum)	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	
Municipal Freedom of Information: Application Fee	\$ 5.00	per application	No	Legislated by MFIPPA
Municipal Freedom of Information: Preparation	\$ 7.50	per 1/4 hour	No	Legislated by MFIPPA
Municipal Freedom of Information: Search Time	\$ 7.50	per 1/4 hour	No	Legislated by MFIPPA
Municipal Freedom of Information: Photocopies (No charge for records sent electronically)	\$ 0.20	per page	No	Legislated by MFIPPA

Routine Disclosure Application Fee	\$ 25.00	per application	Yes	
Annual Kennel Application	Subject to Bylaw 66-2004			
Highway 62 Application Highway 62 Sign Erected (up to 32sq. ft. 4'x8') Highway 62 (over 32 sq. ft.)	Subject to Bylaw 2016-060			

**Schedule 'B' to Bylaw 2024-002
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 2024-002
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
Building Department Inspection (not related to permits)	\$ 100.00	per inspection	Yes
Additional Building Department Inspection (over required)	\$ 100.00	per inspection	
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	\$ 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	\$ 800.00	per application	No
Road Entrance Permit (\$100 refunded at completion)	\$ 500.00	per permit	No
Entrance Inspection	\$ 100.00	per entrance	

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 Signs for Road Development/Right-of-Way Agreements	\$ 500.00	per sign	No
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
911 sign, post and hardware	\$ 50.00	per sign	Yes
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

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.

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 'D' to Bylaw 2024-002
Building Department Fees**

Item	Early Bird Rate Jan 1 - Mar 31, 2024	Fees Effective April 1, 2024	HST Applicable (Yes or No)
Construction commencing before permit issued (Extra charge in addition to permit fee, due to additional administration) (or Provincial Offences Ticket/Penalty)	\$ 1,000.00	\$ 1,000.00	No
* For accessory buildings or unattached decks - construction commencing before permit issued >10 sq.m. & ≤20 sq.m.	\$ 420.00	\$ 441.00	No
Minimum fee for any permit	\$ 157.50	\$ 165.38	No
Residential Fees per square foot (area includes all above grade floors) (\$1.00 per \$100.00 if square footage not applicable) (For a new dwelling - minimum fee of \$800.00)	\$ 1.05 per sq.ft	\$ 1.10 per sq.ft	No
Per square foot for a finished basement and (finished or unfinished) walkout basement	\$ 0.74	\$ 0.78	No
Per square foot for an unfinished basement/heated crawlspace	\$ 0.63	\$ 0.66	No
Per square foot for new footings/foundation only under a building including pier foundations and unheated crawl spaces	\$ 0.48 per sq.ft	\$ 0.50 per sq.ft	No
Institutional/Commercial/ Industrial (ICI) fees per square foot (Up to 3000 sq.ft)	\$ 1.05	\$ 1.10	No
Institutional/Commercial/Industrial Fees per square foot (if greater than 3000 sq.ft) (\$1.00 per \$100.00 if square footage not applicable)	\$ 0.63	\$ 0.66	No
Institutional/Commercial/ Industrial Plumbing Permit	\$ 10.50 per fixture (min \$157.50)	\$ 11.00 per fixture (min \$165.38)	No
Administration Fee for Dwellings, Additions to Dwellings & ICI Construction **excludes septic systems, decks & accessory buildings**	\$ 157.50	\$ 165.38	No
Accessory/Decks, Balconies fees per square foot Farm/Hunting/Outbuilding (\$1.00 per \$100.00 if square footage not applicable) Effective April 1, 2022 (\$1.05 per \$100.00 if square footage not applicable)	\$157.50 + \$0.42 per sq. ft	\$ 165.38 + \$0.44 per sq.ft	No
	+ \$131.25 if heated	+ \$137.81 if heated	No
	+ \$131.25 if insulated	+ \$137.81 if insulated	No
Wood Furnaces and Chimneys/Residential Plumbing per dwelling/Partial Framing/Demolition	\$ 157.50	\$ 165.37	No
Renewal Permit for projects that have commenced and previously inspected	\$ 157.50	\$ 165.37	No

Building Department Fire Safety and Liquor Licence Inspections, Building Dept. letters, including each issue of inspection reports and Occupancy/Septic Use Permits	\$ 105.00	\$ 110.00	No
Class 2 to 5 Onsite Sewage System Permits including major repair and alterations (e.g. replacing tank or bed)	\$ 630.00	\$ 661.50	No
Minor onsite sewage alterations (Eg. Replace effluent filters/baffles/feed pipe/holding tank alarms)	\$ 315.00	\$ 330.75	No
Search record/provide a copy of existing septic permit &/or installation report (if any found)	\$ 50.00	\$ 50.00	Yes
Application for a review of septic system requirements for additions, renovations & additional buildings (Credited to the \$630 sewage fee if a new system is required)	\$ 157.50	\$ 165.37	No
Register a <i>Building Code Act</i> Order with the land registry office	\$ 875.00	\$ 875.00	No
Discharge (Remove) a <i>Building Code Act</i> Order from the land registry office	\$ 875.00	\$ 875.00	No
Home owner designer - per plan review after the third submission	\$ 157.50	\$ 165.37	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	\$ 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	\$ 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	\$ 750.00	No
Deposit for new dwellings (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from permit issued date)	\$ 1000.00	\$ 1000.00	No

Schedule 'D' to Bylaw 2024-002 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 2024-002 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.				

Schedule 'F' to Bylaw 2024-002 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

**Schedule 'G' to Bylaw 2024-002
Hastings Highlands Cemetery Fees**

Item	Fees	Units of Measure	HST Applicable (Yes or No)
Grave Burial/Cremation			
Resident of Hastings Highlands			
Regular Lot	\$ 550.00	per lot	Yes
Regular Plot	\$ 1,050.00	per plot	Yes
Non-Resident			
Regular Lot	\$ 1,680.00	per lot	Yes
Regular Plot	\$ 3,300.00	per plot	Yes
Grave Marker/Monument			
Flat Marker (Smaller than 173 sq.in)	No Fee	per marker	No
Flat Marker (At least 439.2 sq. cm/173 sq. In.)	\$100.00*	per marker	No
Upright Marker – Small (1.22m/4ft or less in height and 1.22m/4ft or less in length, including the base)	\$200.00*	per marker	No
Upright Marker – Large (more than 1.22m/4ft in height and more than 1.22m/4ft in length, including the base)	\$400.00*	per marker	No
Other Fees			
Secondary Interment Fee	\$ 250.00	per interment	Yes
Staking Fee and/or Site Visit Fee (No fee if purchased at need)	\$ 50.00	per visit	Yes
Miscellaneous Administrative Fee (To be applied at the discretion of the Cemetery Operator)	\$ 30.00	N/A	Yes

**Schedule 'H' to Bylaw 2024-002
Election Fees**

Item	Fees	Units of Measure	HST Applicable (Yes or No)
Election Registration			
Filings for Registration - Mayor (legislated fee)	\$ 200.00	per registration	No
Filings for Registration – All other offices (legislated fee)	\$ 100.00	per registration	No
Election Sign Deposit For Municipal Election or By-Election			
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 2024-002
Fire Service Fees**

Item	Fees	HST (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
False Alarm Response		
Preventable (3rd and subsequent offences) 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
Due to failure to notify 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
Fire Safety Inspections (upon request for real estate or legal transactions)		
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
Fire Safety Inspections (upon request for accreditation or licensing)		
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.

Schedule 'J' to Bylaw 2024-002**Road Fees**

Item	Fees	HST (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