

**CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS**

**BYLAW #2018-001**

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**Being** a Bylaw to establish user fees.

**WHEREAS SECTION 391** of the *Municipal Act, 2001* S.O. 2001, c.25, as amended provides authority for a Council of a Municipality to pass bylaws imposing fees or charges on any class of persons, for services or activities provided or done on behalf of them;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Hastings Highlands enacts as follows:

**THAT** the Treasurer shall add the fees and charges imposed pursuant to this bylaw to the tax roll for any real property in the Municipality for which all of the property owners are responsible for paying fees and charges under this bylaw and collect them in the same manner as municipal taxes in accordance with Section 398 of the *Municipal Act, 2001* S.O. Chapter 25 as amended;

**THAT** the fees and charges listed, where applicable be subject to any applicable provincial and federal taxes and;

**THAT** the following Schedules "A" - Building Department Fees, "B" - Facility Rental Fees and "C" – Waste Tipping Fees shall form part of the bylaw;

**THAT** where a fee and charge that also exists in another bylaw that predates the effective date of this bylaw shall be the applicable fee and charge; and

**THAT** the following charges shall be applied for:

**Council Services**

- Subscription Fee – Regular Meetings of Council-Agendas \$ 50.00 \*

**Administration**

- Administrative Research – per half hour (1 hour minimum) \$ 25.00 \*
- Photocopy – Black and white – per image \$ 0.25 \*
- Photocopy – Black and white – per image – Non-Profit Group \$ 0.10 \*
- Photocopy – Colour copy – per image \$ 1.00 \*
- Facsimile Transmission – per page (in North America only) \$ 1.00 \*
- Commissioner for Taking Affidavits \$ 25.00 \*
- Death Certificate Registration \$ 10.00 \*
- Lottery Licence – Raffle \$ 5.00
- Lottery Licence – Break Open – per box \$ 12.00
- Lottery Licence – Bingo \$5.00 fee (+total # of events x \$5.00 per event) \$ 5.00
- Municipal Freedom of Information Request Application \$ 5.00
- Hawkers and Peddlers subject to by-law #10-2002

- Annual Kennel Application subject to bylaw #66-2004
- Highway 62 Application subject to bylaw #2016-060
- Highway 62 Sign Erected(up to 32sq. ft. 4'x8') subject to bylaw #2016-060
- Highway 62 (over 32 sq. ft.) subject to bylaw #2016-060
  
- Municipal Hat – Plain \$ 10.62 \*
- Municipal Hat –Embroidered Animal Print \$ 17.70 \*
- Municipal Hat – Tilley \$ 14.16 \*
- Municipal Shirt – Short Sleeve \$ 13.28 \*
- Municipal Camouflage Hoodies (pullover or zipper) \$ 22.13 \*

### Financial and Tax Department

- Tax Certificate \$ 60.00
- NSF and dishonored payments \$ 35.00
- Tax Account Statement – to registered property owner \$ 20.00 \*
- Reprint of Tax Bill \$ 20.00 \*
- Tax Sale Registration Administration Fee \$ 350.00 \*
- Property Roll History Search – Capital Gains \$ 150.00 \*
- \$25 per half hour thereafter

### Property

- Compliance letters including Micro-Fit letters \$ 100.00
- Compliance letters – FIT program \$ 100.00
- Compliance letter – when legal opinion required \$ 500.00
- Building Department Inspection (not related to permits) \$ 100.00 \*
- Additional Building Department Inspection (over required) \$ 100.00
- 911 maps, each \$ 5.00 \*
- Zoning maps, each \$ 5.00 \*
- Copy of comprehensive zoning bylaw \$ 100.00 \*
- Land severance Cash-in-lieu of parkland fee  
    *Planning Act Section 51.1(3)* \$ 1,000.00
- Land severance lot addition Cash-in-lieu of parkland fee  
    *Planning Act Section 51.1(3)* \$ 500.00
- Land severance Easement or Right of Way  
    Cash-in-lieu of parkland fee *Planning Act Section 51.1(3)* \$ 500.00
- Minor variance application fee \$ 400.00
- Convey as One Parcel Agreement \$ 100.00
- Water Quality Impact Assessment Agreement \$ 100.00
- Site plan agreement \$ 400.00
- Site plan agreement – FIT projects \$ 400.00
- Rezoning application fee \$ 600.00
- Road Entrance Permit (\$100 refunded at completion) \$ 500.00
- Road allowance, land purchase price (for the first 150 feet)  
    Plus \$3.00\* per foot for frontage purchase over 150 feet \$ 2,000.00 \*
- Road allowance, administration fee \$ 500.00 \*
- Road Development/Driveway Agreement \$ 400.00
- Right-Of-Way/Private Road Agreement \$ 400.00

- 911 sign, post and hardware \$ 50.00 \*
- Recycle Blue Box (new owners – one(1) box free of charge) \$ 10.00 \*

**Fire**

- Fire Services User Fees subject to bylaw #2017-010

**Election Registration**

- Filings for Registration - Mayor \$ 200.00
- Filings for Registration – All other offices \$ 100.00

**Election Sign Deposit**

- For Municipal Election or By-Election
  - Mayor \$ 75.00
  - Deputy Mayor \$ 75.00
  - Councillor \$ 75.00
  - Registered Third Party Advertiser \$ 75.00
  - Trustee \$ 50.00
- Federal/Provincial Election \$ 75.00
- Sign Removal \$ 10.00 per sign

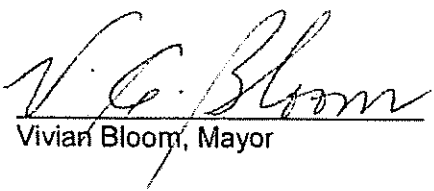
**Fees marked with an asterisk (\*) are subject to Harmonized Sales Tax (HST).**

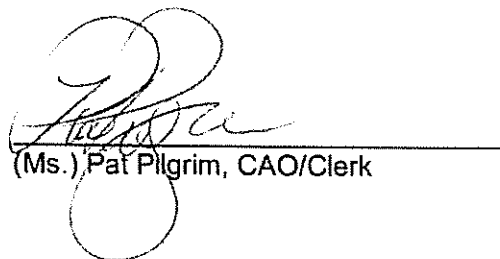
Receipts for payments received will be sent only on the receipt of a stamped, self-addressed envelope.

Above fees shall become effective January 17, 2018.

All former Bylaws pertaining to this matter including bylaw #2017-001 are hereby repealed on the effective date of January 17th, 2018 when new fees are enacted.

**ENACTED AND PASSED IN COUNCIL ON THIS 17th DAY OF JANUARY, 2018.**

  
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 Vivian Bloom, Mayor

  
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 (Ms.) Pat Pilgrim, CAO/Clerk



Schedule A

**2018 BUILDING DEPARTMENT FEES**

Construction commencing before permit issued (Extra charge <b>in addition to</b> permit fee, due to additional administration) (or Provincial Offences Ticket/Penalty)	<b>\$400.00</b> <b>\$1,000.00</b>
Minimum fee for any permit	<b>\$150.00</b>
Residential Fees per square foot (area includes all above grade floors and ½ of walkouts (\$1.00 per \$100.00 if square footage not applicable)	<b>\$1.00</b>
Regular full Basement fee (no charge if slab on grade)	<b>\$150.00</b>
Commercial/Industrial Fees per square foot (\$1.00 per \$100.00 if square footage not applicable)	
Accessory/Decks, Balconies fees per square foot Farm/Hunting/Outbuilding (\$1.00 per \$100.00 if square footage not applicable)	<b>\$150.00 + \$.40</b>
Wood Furnaces and Chimneys/Plumbing/Demolition Renewal/Designated structures per OBC A1 1.3	<b>\$150.00</b>
Building Department Fire Safety and Liquor Licence Inspections Building Department letters, including each issue of inspection reports And Occupancy/Septic Use Permits	<b>\$100.00</b>
Septic Permits including major repair and alterations Major repair and alterations include replacing tank or bed	<b>\$600.00</b>
Minor alteration (Eg. Replace effluent filters/Baffles/Feed Pipe) (holding tank alarms)	<b>\$300.00</b>

## Hastings Highlands Facility/Venue Rental Fees -Schedule B

Facility/Venue	Hourly	Daily	Licensed or Admission	Repetitive Usage (3 or more)			Hall Capacity
				Educational or Fitness	Meeting or Social		
Bangor Hall	\$20/hr	\$100	\$40/hr*	\$8/hr	\$10/hr	TBA	
Birds Creek Hall - No Kitchen bi-level floors, not accessible	\$15/hr	\$90	N/A	\$8/hr	\$10/hr	51 upstairs/ 62 down total 113	
Birds Creek Rink Building	\$20/hr	\$80	N/A	N/A	N/A	TBA	
Birds Creek Diamond		\$75	N/A	Adult League \$400 per season Children's League no charge			
Birds Creek Soccer		\$75	N/A	Adult League \$100 per season Children's League no charge			
Hastings Highlands Centre -without Kitchen	\$35/hr*	\$200*	\$40/hr*	\$15/hr*	\$25/hr*	250	
HHC Program Room/Kitchen	\$15/hr*	\$90*	\$20/hr*	\$8/hr*	\$10/hr*	15	
Lake St. Peter Hall	\$15/HR	\$75	\$40/HR*	\$8/HR	\$10/HR	114 dining 132 total	
Maynooth Centre with Kitchen.	\$20/hr	\$120	\$40/HR*	\$10/hr	\$15/hr	150	
Maynooth Rink Building	\$20/hr	\$80	N/A	\$8/HR	\$10/HR	TBA	

All charges are subject to HST. Insurance is required for all rentals, with limited exceptions.

A security deposit of \$200 (cheque or cash) may be required at the discretion of staff.

\*An Attendant Fee may apply of an additional \$20/hr (one hour minimum) with two weeks notice required prior to rental

## Notes re: Schedule B - Community Centre Rentals

**Bangor Hall** did not have fees listed, nor did Lake St. Peter Hall so they have been added.

**Birds Creek Soccer and Ball Diamonds** are not listed as having a fee for licensed events as they will not be permitted due to liability/risk.

**Licence fees** are brought into parity with exception to the **Program Room** due to its size.

**Attendant Fee** may apply also if staff is required to attend to help in the set up for events.

**HST requirement** was not formerly listed or referenced so it has been added.

**Attendant Fee** is introduced at Hastings Highlands Centre due to the **new security system** and arming requirements.

**A security deposit** may be requested—Stag and Does and any event with alcohol will now require a security deposit, and a time frame will be added to the rental agreement for when staff may inspect the facility for damage or additional cleaning issues.

**Hall Capacities** are under review by the North Hastings Fire Services, all halls will be updated with any changes once they have been re-inspected.

**Musclow Hall** has been removed from the municipal rental roster due to deteriorating building conditions.

SCHEDULE C

2018 WASTE TIPPING FEES

FURNITURE & HOUSEHOLD ITEMS		COSTS
<i>Large Items - Examples</i>		\$10.00 each
Sofas	Mattresses	
Box Springs	Upholstered Chairs	
Kitchen Tables	Dressers	
Desks	Bookcases	
Carpet		
 <i>Small Items - Examples</i>		\$5.00 each
Wooden Chairs	Plastic Chairs	Doors
Small Tables	Lamps	
Small Shelves	Windows	

THE ABOVE ARE CASH ONLY ITEMS

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DEMOLITION / RENOVATION / CONSTRUCTION BY-PRODUCTS OTHER THAN HOUSEHOLD GARBAGE - must be prearranged with the Municipal Office prior to any delivery of any material. **Must be taken to East Lake Site only. \*Papineau Lake Site accepts only 1 load per day\***

Single Axle dump truck <b>or roll off</b>	\$200.00
Tandem Axle dump truck	\$400.00
Tri Axle dump truck	\$500.00

OTHER CONSTRUCTION MATERIAL

One ton truck or dual axle trailer	\$125.00
<b>Up to and including</b> Half Ton truck or single axle trailer	\$ 30.00
Fibreglass boats (boats not in metal piles)	\$ 50.00

MAY BE INVOICED OR CASH

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NO CHARGE ITEMS

All tires – off rims only

Electronic waste – if deposited in appropriate location for recycling

White goods – washers, dryers, stoves, refrigerators, freezer etc. (Provided they have been tagged as Freon free)

Brush – stumps must be under 10 cm. (4 inches)