

The Corporation of The Municipality of Hastings Highlands

Bylaw 2025-001

A Bylaw to Enact User Fees and Service Charges

Whereas Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, a municipality may pass Bylaws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control; and

Whereas Section 7(1) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, provides that a municipality may pass Bylaws imposing fees and charges; and


Whereas Section 69 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provides that the Council of a municipality may by Bylaw establish a tariff of fees for the processing of applications made in respect of planning matters; and

Whereas the Council of the Corporation of the Municipality of Hastings Highlands deems it expedient to enact a Bylaw establishing and requiring the payment of fees for information, services, activities and use of Municipal property.

Now Therefore the Council of the Corporation of the Municipality of Hastings Highlands Enacts as follows:

1. **That** the fees and charges as set out in Schedule 'A' through 'J' attached hereto and forming part of this Bylaw are hereby established and adopted by the Council of the Corporation of Hastings Highlands;
2. **That** the Treasurer shall add the fees, costs and charges imposed pursuant to this Bylaw to the tax roll for any property in the municipality for which all of the property owners are responsible for paying the fees, costs and charges under this Bylaw and collect them in the same manner as municipal taxes in accordance with Section 389 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended.
3. **That** certain fees and charges are regulated under separate Bylaws that predate the effective date of this Bylaw and shall be the applicable fee and charge; and
4. **That** the fees and charges listed where applicable, be subject to any applicable provincial and federal taxes; and
5. **That** this Bylaw shall be known as the "User Fees and Service Charges Bylaw"
6. **That** the Mayor and Municipal Clerk be and are hereby authorized to sign this Bylaw and affix the corporate seal thereto;
7. **That** Bylaw 2024-002 is hereby repealed effective the date of passage.
8. **That** this Bylaw shall come into effect on January 1, 2025.

Enacted and Passed in Council this 15th day of January 2025.


Tony Fitzgerald, Mayor


Suzanne Huschilt, Municipal Clerk

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

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

Municipal Freedom of Information Fees (MFIPPA)

Fees are charged in accordance with *Municipal Freedom of Information and Protection of Privacy Act*
 MFIPPA requests that have an estimated cost of over \$100.00 are required to pay a deposit of 50%

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

Routine Disclosure Fees

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

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

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

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

**Schedule 'C' to Bylaw 2025-001
Planning Department Fees**

Item	Fees	Units of Measure	HST Applicable (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
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.

**Schedule 'D' to Bylaw 2025-001
Building Department Fees**

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

Application for a review of septic system requirements for additions, renovations & additional buildings (Credited to the sewage fee if a new system is required)	\$ 165.50	No
Register and discharge (remove) a <i>Building Code Act</i> Order with the Land Registry Office – One-time fee for both actions	\$ 1,400.00	No
Certificate of Compliance for <i>Building Code Act</i> Order for Land Registry Office	\$ 120.00	No
Per plan review after the third submission	\$ 175.00	No
Extra plans review during construction phase (revised drawings)	\$ 75.00 per hour (minimum one hour)	No
Property Standards – Appeal to Property Standards Committee	\$ 200.00 per appeal	No
Property Standards – Re-inspection	\$ 100.00 per re-inspection	No
Property Standards – Issue <i>Building Code Act</i> Orders	\$ 200.00 per Order	No
Property Standards Clean-Up – Register and/or Discharge Property Standards Orders on Title – One-time fee for both actions	\$ 1,400.00	No
Property Standards Clean-Up – Costs for the Municipality to arrange and complete clean-up of property	Cost Recovery	No
Property Standards Clean-Up – Officer Attendance (Officer is required to be in attendance for the duration of a clean-up on private property in which the Municipality has placed Orders)	\$ 90.00 per hour	No
Property Standards Clean and Clear – Re-inspection	\$ 100.00 per re-inspection	No
Property Standards – Certificate of Compliance for <i>Building Code Act</i> Property Standards Order	\$ 200.00	No
Administrative Monetary Penalty System (A.M.P.S.) Fees	Subject to AMPS Bylaw	No
Silt fence deposit for building permits issued within 30 metres of a water body (Refundable at final. Not refundable after three years from permit issued date or if the silt fence is not installed)	\$ 750.00	No
Deposit for projects valued from \$50k to \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)	\$ 375.00	No
Deposit for projects valued over \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)	\$ 750.00	No
Deposit for 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	No

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

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

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

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

1. Where a drawing review has been completed by the Corporation and a review letter issued, and the applicant changes the "model" of a building and proposes a new model of building for the same lot, the original fees will be refunded less the percentage of fees payable for duties already performed by the Municipality (Percentages shown below) and new fees shall be payable for the new model of building.

2. The fee for a request for the use of an Alternative Solution as described in the *Building Code Act*, as amended shall be based on an hourly rate of \$100.00 per hour with a minimum fee of \$100.00 based on the number of hours or portion thereof to the nearest ½ hour spent by the Corporation to review and research the Alternative Solution. When the Alternative Solution warrants review by a third party the applicant shall also be responsible for the cost of the third party review and a deposit as determined by the Chief Building Official to cover the cost of the third party review shall be provided to the Corporation by the Applicant prior to the review of the proposal by the third party. The determination of the requirement to involve a third party is solely at the discretion of the Chief Building Official.

REFUNDS

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

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

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

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

Facility/Venue Rental	Fees	Units of Measure	HST Applicable (Yes or No)	Comments
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			Yes	No charge for Children's League
Hourly				
Educational or Fitness (Adult League)	\$ 500.00	per season		
Birds Creek Soccer				
Daily			Yes	No charge for Children's League
Hourly				
Educational or Fitness (Adult League)	\$ 500.00	per season		
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 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	\$ 10.00	per item	No
Upholstered Chairs			
Kitchen Tables			
Dressers			
Bookcases			
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	\$ 5.00	per item	No
Small Shelves			
Lamps			
Plastic Chairs			
Windows			
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 2025-001 Hastings Highlands Cemetery Fees

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

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

** A mandatory Staking Fee will be applied to all Interments/Disinterments and Monument/Marker Installations.

Staking to be conducted by Cemetery Operator (Municipal Staff)

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

**Schedule 'H' to Bylaw 2025-001
Election Fees**

Item	Fees	Units of Measure	HST Applicable (Yes or No)
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 2025-001
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.
*Please Note: Inspections/Reports/Letters that are issued by the Fire Department in support of, and as required by the Municipality's Business Licence Policy, shall not be subject to the above user fees.			

Schedule 'J' to Bylaw 2025-001 Road Fees

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

***Refund for Entrance Permit Applications**

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

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

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