

CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS

BYLAW 2020-001

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

- Code of Conduct/*Mun Conflict of Interest Act* Formal Complaint Fee \$ 150.00
- 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 *
- Witnessing of Documents (except foreign pension/life pension statements-free) \$ 10.00*
- Death Registration \$ 25.00 *
- Lottery Licence – Raffle \$ 10.00
- Lottery Licence – Break Open – per box \$ 15.00
- Lottery Licence – Bingo \$10.00 fee (+total # of events x \$5.00 per event) \$ 10.00
- *Municipal Freedom of Information Act* Request Application \$ 5.00
- Business Licensing (Hawkers & Peddlers) subject to bylaw 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 Shirt – Short Sleeve \$ 13.28 *
- Composters \$ 58.00*
- Digesters \$ 103.00*

Financial and Tax Department

- Tax Certificate \$ 65.00
- NSF and dishonored payments \$ 50.00
- Tax Account Statement – to registered property owner \$ 20.00 *
- Reprint of Tax Bill \$ 20.00 *
- Tax Sale Registration Administration Fee \$ 500.00
- Property Roll History Search – Capital Gains \$ 150.00 *
\$25 per half hour thereafter
- Refund of Payments on Overpaid Taxes \$ 20.00
(unless credit is generated through MPAC)

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
- Altered Entrance fee (for inspection) \$ 100.00
- 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 Right-of-Way Agreement \$ 500.00
- 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 22, 2020.

All former Bylaws pertaining to this matter including bylaw 2019-001 are hereby repealed on the effective date of January 22, 2020 when new fees are enacted.

ENACTED AND PASSED IN COUNCIL ON THIS 22nd DAY OF JANUARY, 2020.

'Vic A. Bodnar'

 Vic A. Bodnar, Mayor

'Suzanne Huschilt'

 Suzanne Huschilt, Municipal Clerk



Hastings Highlands

Schedule A

Beautiful By Nature

2020 BUILDING DEPARTMENT FEES

Construction commencing before permit issued (Extra charge in addition to permit fee, due to additional administration) (or Provincial Offences Ticket/Penalty)	\$400.00 \$1,000.00
Minimum fee for any permit	\$150.00
Residential Fees per square foot (area includes all above grade floors) (\$1.00 per \$100.00 if square footage not applicable)	\$1.00 per sq.ft.
\$0.70 per square foot for a finished basement and (finished or unfinished) walkout basement	\$0.70 per sq.ft.
\$0.60 per square foot for an unfinished basement/heated crawlspace	\$0.60 per sq.ft.
\$0.45 per square foot for new footings/foundation only under a building including pier foundations and unheated crawl spaces	\$0.45 per sq.ft.
Commercial/Industrial Fees per square foot (\$1.00 per \$100.00 if square footage not applicable)	\$0.60 per sq.ft.
Accessory/Decks, Balconies fees per square foot Farm/Hunting/Outbuilding (\$1.00 per \$100.00 if square footage not applicable)	\$150.00 + \$0.40 per sq.ft. + \$125.00 if heated + \$125.00 if insulated
Wood Furnaces and Chimneys/Plumbing/Partial Framing Inspection/Demolition/ Renewal/Designated structures per OBC A1 1.3	\$150.00
Building Department Fire Safety and Liquor Licence Inspections Building Department letters, including each issue of inspection reports and Occupancy/Septic Use Permits	\$100.00
Septic Permits including major repair and alterations Major repair and alterations include replacing tank or bed	\$600.00
Minor alteration (Eg. Replace effluent filters/Baffles/Feed Pipe) (holding tank alarms)	\$300.00

Schedule A Cont'd

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 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 proposed 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 By-law, 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.

2020
Hastings Highlands Facility/Venue Rental Fees
Schedule B-1

Facility/Venue	Hourly	Daily	Licensed or Admission	Repetitive Usage (3 or more)		Hall Capacity
				Educational Or Fitness	Meeting or Social	
Birds Creek Hall - No Kitchen bi-level floors, not accessible	\$15/hr	\$90	N/A	\$8/hr	\$10/hr	51 upstairs/ 62 downtotal 113
Birds Creek Diamond		\$75	N/A	Adult League \$500 per season-- Children's League no charge		
Birds Creek Soccer		\$75	N/A	Adult League \$500 per season-- Children's League no charge		
HHC-Emond Hall -without Kitchen	\$35/hr*	\$200*	\$40/hr*	\$15/hr*	\$25/hr*	165
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

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

Miscellaneous Grants are available through the municipality's miscellaneous grant program to assist user groups who need/want financial assistance on an annual basis. **Applications are due January 31st but have been extended in 2020 to February 28th**

All formalized MOU's with the municipality will be honoured

*User Group **Rental Rate** Classifications are determined by the Municipal Insurer as demonstrated in the FCC User Rate Schedule B-2. If not defined in schedule B-2 it shall be determined by the Municipal Insurer or by the above chart (i.e.: Educational offerings).*

Frank Cowan Company Facility User Rates \$2,000,000 Limits of Liability

Rates shown below are for your information only and do not include premium sales tax.

Non Sporting Events or Occasions

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Rates/Premium

Number of People Attending Event	No Alcohol			Alcohol		
	Hourly Rate**	1-2 Day Event	3-5 Day Event	Hourly Rate**	1-2 Day Event	3-5 Day Event
1-50	\$3.00	\$25	\$50	\$12.00	\$85	\$150
51-100	\$4.00	\$50	\$85	\$20.00	\$130	\$260
101-200	\$6.00	\$75	\$125	\$30.00	\$200	\$400
201-500	\$8.00	\$150	\$200	\$40.00	\$350	\$700
501-1000	\$10.00	\$220	\$300	\$50.00	\$550	Refer
1001-1500	\$15.00	\$300	Refer	Refer	Refer	Refer
1501+	Refer	Refer	Refer	Refer	Refer	Refer

**** If hourly Rate exceeds the 1 Day rate, charge the 1 day rate.**

***Event: 1-2 Day Event Rates and 3-5 Day Event Rates are Per Event Rates and Not Per Day Rates.**

E.g. An art event (alcohol) is being held for 2 days. It is estimated 500 people will attend over the 2 day period. The total charge would be: \$350.

***Events: Annual Weekly Meetings: Charge 5 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 50 people rent a facility weekly to play bridge (no alcohol event). The Annual Charge would be: \$25 x 5 = \$125 Total Annual Premium

***Events: Annual Monthly Meetings: Charge 3 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 250 people rent a hall monthly (alcohol event). The Annual Charge would be: \$350 x 3 = \$1,050 Total Annual Premium

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.

Frank Cowan Company Facility User Rates \$2,000,000 Limits of Liability

Sporting Events or Activities				
Note: Organized Sports Leagues without insurance are a Company Referral				
Low Risk				
Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis				
Medium Risk				
Ball/roller/floor hockey, baseball, basketball, broomball, cheerleading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball, yoga				
Rates/Premium				
Number of Participants	Low Risk		Medium Risk	
	Hourly Rate**	1 Day Flat Event*	Hourly Rate**	1 Day Flat Event*
1-25	\$2.50	\$60	\$4.00	\$95
26-50	\$4.00	\$90	\$6.00	\$120
51-100	\$6.00	\$120	\$8.00	\$190
101+	Refer	Refer	Refer	Refer
*Events Over 1 day: Any Single Sporting Event being held for more than 1 consecutive is a Company Referral				
*Events - Annual Weekly and Seasonal Activities: Charge 2 times the flat charge shown for a Total Annual Premium				
E.g. Yoga Classes (medium activity) with 20 people attending weekly. The Annual Charge would be: \$95 x 2 = \$190 Total Annual Premium.				
E.g. A group of people get together weekly to figure skate from September to March (seasonal and medium activity) the total number of people in the group is 30 people. The Annual Charge would be: \$120 x 2 = \$240 Total Annual Premium.				
Excluded Activities				
Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.				

SCHEDULE C
2020 WASTE TIPPING FEES

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

“THE ABOVE ARE CASH ONLY ITEMS”

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 or *Papineau Lake Site accepts only 1 load per day when open***

Single Axle dump truck or roll off bin	\$200.00
Tandem Axle dump truck or roll off bin	\$400.00
Tri Axel truck or roll off bin	\$500.00

OTHER CONSTRUCTION MATERIAL

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

***MAY BE INVOICED OR CASH**

NO CHARGE ITEMS

Personal Vehicle Tires ONLY **“No Commercial or Industrial Tires”**

Electronic waste – if deposited in appropriate location for recycling

White goods – washers, dryers, stoves and tagged refrigerators or freezer (Provided they have been tagged by a qualified Technician that is CFC free)

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

Household batteries