

The Corporation of The Municipality of Hastings Highlands

Bylaw 2026-001

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 'K' 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 **That** Bylaw 2025-001 and Bylaw 2025-050 are hereby repealed effective the date of passage.
8. **That** this Bylaw shall come into effect after passage.

Enacted and Passed in Council this 28th day of January 2026.

Tony Fitzgerald, Mayor

Suzanne Huschilt, Municipal Clerk

Schedule 'A' to Bylaw 2026-001 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	
Administrative Research	\$ 25.00	per half hour	Yes	
Commissioner for Taking Affidavits [Administering oaths and affirmations for affidavits and statutory declarations]	\$ 25.00	per document	Yes	
Commissioner of Oaths for Taking Affidavits [Attest to Life Marital Status and Residence Certificate for Residents of HH (for pension)]	No Charge	per statement	N/A	
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			

Schedule 'A' to Bylaw 2026-001 Council and Administration Fees (cont.)

Item	Fees	Units	HST Applicable	Comments
of Measure (Yes or No)				
Municipal Freedom of Information Fees (MFIPPA)				
Fees are charged in accordance with <i>Municipal Freedom of Information and Protection of Privacy Act</i>				
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 2026-001
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 2026-001 Planning Department Fees

Item		Fees	Units of Measure	HST Applicable (Yes or No)
Zoning Compliance Letters	Compliance letters – including Micro-Fit and 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
Document Copies	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
Zoning Bylaw Amendment Application^{1,5}	Major ²	\$1,500.00	per application	No
	Minor ²	\$1,200.00	per application	No
Removal of Holding Provision Zoning Bylaw Amendment Application		\$750.00	per application	No
Temporary Use Bylaw Zoning Bylaw Amendment Application		\$1,200.00	per application	No
Minor Variance or Permission Application Fee^{1,5}	Category 1 ³	\$1,200.00	per application	No
	Category 2 ³	\$800.00	per application	No
Administrative Fee for Municipal Review of Consent (commonly referred to as Severance)		\$650.00	per application	No
Cash in-lieu of parkland (Planning Act Section 51.1(3))	Consent for New Lot Creation	\$1,000.00	per land severance	No
	Consent for Lot Addition	\$500.00	per land severance lot addition	No
	Consent for Easement or Right of Way	\$500.00	per land severance easement	No
Administrative Fee for Municipal Review of Plan of Subdivision	for up to 20 lots/units	\$3,000.00	per application	No
	for up to 50 lots/units	\$4,000.00		
	for over 50 lots/units	\$6,000.00		
Deeming Bylaw Application		\$500.00	per Application	No
Part Lot Control Application		\$1,000.00	per application	No

Schedule 'C' to Bylaw 2026-001 Planning Department Fees

Item		Fees	Units of Measure	HST Applicable (Yes or No)
Site Plan Control Application and Agreement	Major ⁴	\$2,000.00	per application	No
	Minor ⁴	\$1,200.00	per application	No
Agreements	Development Agreement (including Water Quality Impact Assessment Agreements)	\$500.00	per agreement	No
	Convey as One Parcel Agreement	\$200.00	per agreement	No
	Any Agreements not specifically listed	\$200.00	per agreement	No
Improved Unopened Road Allowance Application and Agreement⁵		\$1,000.00	per application	No
Shore Road Allowance (SRA) and Road Allowance (RA) Application	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
	administration fee	\$500.00	per application	No
Road Naming or Re-Naming Application⁵		\$2,000.00, plus all associated costs, including applicable County of Hastings fees and expense	per application	No
Road Transfer Application		\$200.00	per transfer	No
Application from Proponent for Antenna System under Federal <i>Radiocommunication Act</i>		\$1,000.00	per application	No
Peer Review Deposit⁵		\$3,000.00	per application	N/A ²
Legal Review Deposit⁵		\$1000.00	per application	N/A ²
Ontario Land Tribunal (OLT) Deposit⁵		\$5,000.00 (which includes an administrative fee for Municipal staff of \$100 per hour)	per application	N/A

Notes:

¹**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.

Schedule 'C' to Bylaw 2026-001

Planning Department Fees

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.

²Zoning Bylaw Amendment – Major and Minor: The fee for the Zoning Bylaw Amendment Application is divided into two categories. A Major Zoning Bylaw Amendment Application is a Zoning Bylaw Amendment that (one or more may apply):

- Requires an amendment to the County of Hastings Official Plan;
- Requires studies or reports to support the Application;
- Requires extensive consultation and collaboration with external agencies;
- Constitutes a change of use to permit new Commercial, Industrial, Extractive or Institutional uses
- Constitutes a substantial increase in density;
- Constitutes a substantial increase in the development envelope or density for existing Commercial, Industrial, Extractive or Institutional uses.

A Minor Zoning Bylaw Amendment Application is a Zoning Bylaw Amendment that (one or more may apply):

- Applies to a single parcel or land for low density residential use, including the construction of an additional dwelling unit;
- Permits additional ancillary or accessory uses or structures that are compatible with the existing Zone and Official Plan policies;
- Permits minor increases in floor area, height, parking areas, etc., for existing Commercial, Industrial or Institutional uses;
- Clarifies existing zone boundaries through a professional evaluation (i.e., a qualified professional providing revised environmental protection boundaries, hazard land boundaries, etc.); or
- Is considered a technical or housekeeping application, such as an undersized lot area or deficient lot frontage for an existing lot of record or a condition of Consent (severance) when no studies or reports are required.

³Minor Variance or Permission Application – Category 1 and 2: The fee for Minor Variance or Permission is divided into two Categories. A Category 1 Application is a Minor Variance or Permission Application that includes one or more of the following elements:

- A Minor Variance or Permission Application for a property subject to a site plan or other development agreement with the Municipality;
- Requires studies or reports to support the application;
- Requires consultation and collaboration with external agencies beyond the minimum requirements of the *Planning Act*.

A Category 2 Application is any other Minor Variance or Permission Applications.

⁴Site Plan Control Application – Major and Minor: The fee for a Site Plan Control Application is divided into Major and Minor. Major Site Plan Control involves the following:

- Requiring studies and reports to be completed as part of the Application; or
- Commercial, industrial, institutional developments equal to or greater than 600 sq. metres; or
- Multiple residential development
- New or expanded tourist establishment uses.

Minor Site Plan Control is any other Site Plan Control Application.

⁵Deposits: 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

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Planning Department Fees

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 2026-001

Building and Bylaw 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, slab on grade and frost wall foundations (All buildings)	\$0.65	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 (\$175.00)	No
Administration Fee for Dwellings, Additions to Dwellings, decks & accessory buildings & ICI 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 (Created for Owner or Authorized Agent, or individual with written permission from the owner).	\$ 200.00	No

Schedule 'D' to Bylaw 2026-001

Building and Bylaw Department Fees

Item	Fees	HST Applicable (Yes or No)
Building Compliance Letters - Institutional/Commercial/ Industrial/Multi-residential (Created for Owner or Authorized Agent, or individual with written permission from the owner).	\$ 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
Installation of Ventilation Control and Fire Protection of Commercial Cooking Operations (Including Administration fee)	\$500.00	No
Register and discharge (remove) a <i>Building Code Act</i> Order with the Land Registry Office – One-time fee for both actions (Post-2024 Order)	\$ 1,400.00	No
Discharge (remove) a <i>Building Code Act</i> Order with the Land Registry Office (Pre-2025 Reg'd Order)	\$700.00	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
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

Schedule 'D' to Bylaw 2026-001

Building and Bylaw Department Fees

Item	Fees	HST Applicable (Yes or No)
Property Standards User Fees		
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 (Post-2024 Order)	\$ 1,400.00	No
Property Standards Clean-Up – Discharge Property Standards Orders on Title (Pre-2025 Reg'd Order)	\$ 700.00	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	\$120.00	No
Late Payment Fee	\$50.00	No
MTO Plate Denial Fee	Cost Recovery	Yes
MTO Search Fee	Cost Recovery	Yes
Screening Review No Show Fee	\$75.00	No
Hearing Review No Show Fee	\$125.00	No
Administrative Penalty System (A.P.S.) Fees	Subject to APS Bylaw	N/A
*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.		

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

- 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.
- 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.

Schedule 'D' to Bylaw 2026-001
Building and Bylaw Department Fees

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 2026-001 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	\$ 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 2026-001 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	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., Full-sized Refrigerators, Freezers)	\$ 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
 - Full-sized refrigerators, freezers (at any site provided they have been **tagged** by a qualified Technician as 'Refrigerant' free), dehumidifiers, air conditioners, and air treatment appliances*.
- *go to [hastingshighlands.ca](https://www.hastingshighlands.ca) under Municipal Services>Waste & Recycling>How to Sort Your Waste and Recycling for no charge items.
- <https://www.hastingshighlands.ca/living-here/waste-management-recycling-information/how-to-sort-your-waste-and-recycling/>
- Brush – stumps must be under 10 cm. (4 inches)
 - Household batteries

Schedule 'G' to Bylaw 2026-001 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	Yes
Flat Marker (At least 439.2 sq. cm/173 sq. In.)	\$ 100.00	Yes
Upright Marker – Small (1.22m/4ft or less in height and 1.22m/4ft or less in length, including the base)	\$ 200.00	Yes
Upright Marker – Large (more than 1.22m/4ft in height and more than 1.22m/4ft in length, including the base)	\$ 400.00	Yes
Interment Fees		
Each 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 2026-001

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 2026-001 Fire Department 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 others or 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
Hydro One Recovery Cost for all fire calls exceeding a 60 minute duration. (Measured in 30 min intervals)	Full MTO Rate per hour for all apparatus on scene to a maximum of 3 apparatus	No
Hazardous Materials Spills	As per annual MTO rates	No
Copy of Fire Department response incident report (previously completed) and/or Creation of or filling out of insurance company report (For Owner or Authorized Agent, or individual with written permission from the owner. Subject to FOI requirements and exemptions)	\$120.00 per report	No

Schedule “I” to Bylaw 2026-001 Fire Department Fees

Item	Fees	HST (Yes or No)
Property file search (Search of property files for information such as previous fire code violations, outstanding work orders and retrofit requirement compliance). (Released to Owner or Authorized Agent, or individual with written permission from the owner. Subject to FOI requirements and exemptions)	\$120.00 per property	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 2026-001 Road Fees

Item		Fees	HST (Yes or No)
Utility Alignment Permit (commonly referred to as Municipal Consent (MC) Application)	Application Fee	\$0.20 per metre (minimum fee of \$200)	No
	Re-submission Fee	\$0.20 per metre (minimum fee of \$200)	
Road Occupancy Permit	Application Fee	\$0.20 per metre of road impacted (minimum fee of \$200) where road is defined in the Municipality’s Road Occupancy Bylaw	No
	Temporary road occupation	Application Fee plus \$500 refundable deposit	
	Engineering investigation (as defined in the Municipality’s Road Occupancy Bylaw)	Application Fee plus \$200 refundable deposit per monitoring well and \$200 refundable deposit per borehole	
	Utility exploration excavation (daylighting)	Application Fee plus a \$500 refundable deposit per site	
	Any excavation work within ditching	Application Fee plus a \$1,000 refundable deposit	
	Any excavation work within the gravel shoulder of the road	Application Fee plus a \$3,000 refundable deposit	
	Boring under the hard surface without breaking the pavement	Application Fee plus a \$3,000 refundable deposit	
	Any excavation work of the hard surface (excluding gravel shoulder) within the road	Application Fee plus a \$10,000 refundable deposit	
	Re-inspection fee	\$175 per re-inspection visit	
	Highway 62 Application Highway 62 Sign Erected (up to 32sq. ft. 4’x8’) Highway 62 (over 32 sq. ft.)		
Entrance Inspection		\$ 100.00	No
Road Entrance Permit (\$100 refunded at completion) ¹		\$ 500.00 per permit	No
911 sign, post and hardware		\$ 50.00 per sign	Yes
Road Signs for Road Development/Right-of-Way or License Agreements		\$ 500.00 per sign	No
Notes: ¹ 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 2026-001 Business Licence Fees

Item	Term of Business Licence	Fees	HST (Yes or No)	Comments
Mobile Food Vendor Licence (Refreshment Vehicle, Food Truck/Cart etc.) (as outlined in Appendix 'B' of the Business Licence Policy if on private property OR in Appendix 'C' at the municipal properties in Appendix 'J', 'K' and 'L'. Insurance Requirements apply as outlined in Appendix 'A')	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 Licence (Goods, Wares or Merchandise) (as outlined in Appendix 'D' of the Business Licence Policy if on private property OR in Appendix 'E' at the municipal property in Appendix 'K' (LSP). Insurance Requirements apply as outlined in Appendix 'A')	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 Licence (Farmers' Market, Flea Market, Craft Market etc.) (as outlined in Appendix 'F' of the Business Licence Policy if on private property; OR in Appendix 'G' at the municipal property outlined in Appendix 'L' (Maynooth). Insurance Requirements apply as outlined in Appendix 'A').	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 Licence (as outlined in Appendix 'H' of the Business Licence Policy. Insurance Requirements apply as outlined in Appendix 'A').	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 Apply between March 1-May 31 (as outlined in Appendix 'I' of the Business Licence Policy at the locations outlined in Appendix 'J', 'K' and 'L') <u>required for:</u> -Mobile Food Vendor -Vendor -Public Market	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		

*This fee schedule does not apply to Special Occasion events