

The Corporation of the Municipality of Trent Hills

By-law No. 2024-125

A By-law of The Corporation of the Municipality of Trent Hills to provide for the imposition of fees or charges And to Repeal By-law Nos. 2023-163, and 2024-064

(Fees and Charges By-law)

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And Whereas Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas Part XII, Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons, 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 local board; and for the use of its property including property under its control;

And Whereas Section 391(2) of the Municipal Act, 2001, S.O. 2001 C. 25, as amended provides that a fee or charge for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

And Whereas subsection 391(3) of the Municipal Act, 2001, S.O. 2001 C. 25, as amended provides that the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

And Whereas Section 69(1) of the Planning Act, R.S.O., 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications;

And Whereas Section 7(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, authorizes the Council of a municipality to pass by-laws requiring the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and prescribing the amounts of the fees, and providing for refunds of fees under such circumstances;

And Whereas a public meeting was held on December 3, 2024 under the authority of Section 7(6) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, to obtain public comments with respect to the proposed amendments to the Building Related Fees contained within the Municipality's Fees and Charges By-law;

And Whereas Section 5(0.1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, authorizes a municipality to establish, maintain and operate a fire department for all or any part of the municipality;

And Whereas Council of the Municipality of Trent Hills did, on the 19th day of September, 2017, enact By-law No. 2017-096 to Establish and Regulate a Fire Department;

And Whereas Section 398(2) of the Municipal Act, 2001, S.O. 2001 C. 25, as amended provides that the Treasurer of a local municipality may add fees and charges imposed by the municipality to the tax roll for the property and collect them in the same manner as municipal taxes;

Now Therefore the Council of the Municipality of Trent Hills hereby enacts as follows:

1. That this By-law may be cited as the "Fees and Charges By-law".
2. That the following Schedules, attached hereto, form part of this By-law:

Schedule A	General Fees
Schedule B	Finance/Tax Related Fees
Schedule C	Burial Permits/Cemetery Related Fees
Schedule D	Licensing/Permits & By-law Enforcement Fees
Schedule E	Public Works Fees
Schedule F	Fire & Emergency Services Fees
Schedule G	Planning Related Fees
Schedule H	Building Related Fees
Schedule I	Hastings Village Marina Related Fees
Schedule J	Arenas, Facilities & Sports Fields Related Fees
Schedule K	Consolidated Linear Infrastructure – Environmental Compliance Approvals

That the rates and fees for services for The Corporation of the Municipality of Trent Hills are outlined in Schedules "A" to "K" attached hereto and forming part of this by-law.

3. That "Appendix 1" attached hereto lists services and fees imposed under separate by-laws, Acts, or Ontario Regulations.
4. Any person desirous of using those services or property of the Municipality of Trent Hills described in Schedules "A" to and including "K" shall pay the fee set out opposite the description or name of the particular service or property, as shown in Schedules "A" to and including "K".

5. Despite the provision of Section 4, Council or its delegated authority may, in its discretion upon application to it, waive or reduce the fees set out in Schedules "A" to and including "K" for any person, on a one time or on a continuing basis.
6. All fees payable under this By-law shall be payable in advance of providing the service except for:
 - a) emergency services;
 - b) actions taken by the Municipality of Trent Hills to rectify failures or by-law infractions on the part of a resident;
7. If for any reason fees and charges owing under this By-law remain unpaid after 30 days, same shall bear interest at the rate of 1.25% per month until paid in full.
8. Where a deposit is required under this By-law for services rendered by the Municipality, and actual costs exceed the deposited amount, such costs shall be deemed to be fees owing under this By-law and Section 7 of this By-law shall pertain to such outstanding costs.
9. Any fees that are owing to the Municipality of Trent Hills and that are unpaid are a debt to the Municipality of Trent Hills and, together with all interest and penalties accrued thereupon, may be collected by the Municipality of Trent Hills by action or may be collected by the Municipality of Trent Hills on its behalf or may be collected in like manner as taxes.
10. Should any section, subsection, clause, paragraph or provision of this By-law, including any part of the Schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provision or part of the schedule so declared to be invalid.
11. That By-law Nos. 2023-163, and 2024-064 are hereby repealed in their entirety.
12. HST will be applied on applicable schedules where indicated.
13. That this By-law shall come into force and take effect on January 1, 2025.

By-law read and passed this 10th day of December, 2024.

Robert Crate, Mayor

J. Douglas Irwin, Clerk

Schedule "A" to By-Law No. 2024-125 General Fees

Note: The following fees are not subject to HST, unless stated otherwise

	Fees
1. Compliance Letters (subject to a 7 ½ business day turnaround time)	
a) Building/Zoning Compliance Letter	\$ 200.00
b) Fire Department Compliance – Residential Request	\$ 50.00
2. Documents	
a) Official Plan Consolidation	\$ 125.00
b) Comprehensive Zoning By-law Consolidation	\$ 125.00
3. Photocopies and Prints	
a) Black and White (up to 8.5" x 14") – HST Included	\$ 1.00/page
b) Colour (up to 8.5" x 14") – HST Included	\$ 2.00/page
c) Black and White (11" x 17") – HST Included	\$ 3.00/page
d) Colour (11" x 17") – HST Included	\$ 5.00/page
e) Oversize black and white – HST Included	\$ 10.00/page
f) Oversize colour – HST Included	\$ 15.00/page
4. Commissioning/Swearing of Documents	
a) Commissioning Fee	\$ 15.00/item
b) Swearing of Affidavits	\$ 15.00/item
c) Certifying Documents	\$ 15.00/item
Note: The above-noted Commissioning Fee shall only apply to non-municipal related documents.	
5. Municipal Significance Designation	
Designation of Event of Municipal Significance	\$ 100.00/event
• To assist an applicant in their application for a Public Event Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO)	

6. Miscellaneous

a) Municipal Pins – HST Included	\$ 5.00
b) Municipal Flag + HST	\$ 50.00
c) Registered Letter Fee	\$ 15.00

7. Municipal Address Signage (911 Signs) – HST Included

a) Municipal Address Sign and Post – Rural Area	\$ 75.00
b) Farm 911/Emily Project Access Route – Rural Area	\$ 75.00
c) Municipal Address Sign Only – Urban Area	\$ 50.00
d) Reflective Plate Replacement	\$ 50.00

8. Electric Vehicle Charging Stations – HST Included

a) Electronic Vehicle Charging Stations	\$ 2.50/hour
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9. Additional Costs Incurred

When the Municipality, or another municipal, provincial or federal agency/entity on the Municipality's behalf, takes actions or pays money to rectify failures, by-law infractions or situations created by, or on behalf of a person, including but not limited to non-compliance with the terms of any agreement or permit or licence, such person shall be responsible for all costs paid or payable by the Municipality including the cost of staff time, equipment expenses and other expenses incurred by the Municipality. The person responsible shall be invoiced for all costs. The minimum invoice shall not be for less than three (3) hours of time or \$1,000.00

Schedule 'B' to By-Law No. 2024-125
Finance/Tax Related Fees

Note: The following fees are not subject to HST, unless stated otherwise

		Fees
1.	Returned Items (Returned Cheque, Insufficient Funds, Stop Payments, etc.)	\$ 35.00
2.	Tax Certificate	\$ 50.00
3.	Tax Statement of Account	\$ 25.00
4.	Tax Confirmation Letters Fee for each year required (2005 to current year)	\$ 10.00
5.	Tax Registration/Sale Administration Fee	\$ 500.00
6.	Tax Registration/Sale Fees External costs incurred by Municipality	Full Cost Recovery
7.	Tax Sale Tender Package In-person purchase	\$ 15.00
8.	Tax Extension Agreement	\$ 250.00

Schedule 'C' to By-Law No. 2024-125 Burial Permits/Cemetery Related Fees

Note: The following fees are subject to HST, unless stated otherwise

	Fees
1. Burial Permit – not subject to HST	\$ 15.00
2. Sale of Interment Rights	
a) 1 Full Grave Lot	\$ 1,500.00

Note: The cost of 1 Full Grave Lot includes the following components:

- 1 Full Grave lot \$ 900.00
- Care & Maintenance \$ 600.00

b) 1 Cremation Lot	\$ 750.00
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Note: The cost of 1 Cremation Lot includes the following components:

- 1 Cremation Lot \$ 450.00
- Care & Maintenance \$ 300.00

3. Interment – Full Burial	
a) Full Burial Monday to Friday before 3:30 p.m.	\$ 1,200.00
b) Late Charge - Monday to Friday after 3:30 p.m.	\$ 300.00
c) Saturday Interment	\$ 1,500.00
d) Disinterment (casket only)	\$ 1,000.00

Note: No Interments will occur on Sundays or Statutory Holidays.

4. Interment – Cremated Remains	
a) Cremated Remains Monday to Friday before 3:30 p.m.	\$ 700.00
b) Late Charge - Monday to Friday after 3:30 p.m.	\$ 150.00
c) Cremated Remains - Saturdays	\$ 850.00
d) Disinterment - Cremated Remains	\$ 600.00

Note: No Interments will occur on Sundays or Statutory Holidays.

5. Other Fees

a) 4 Cornerstone markers	\$ 350.00
b) 2 Cornerstone markers	\$175.00
Required when Surname changes on Transfer of Deed	
c) Transfer of Deed – Administration Fee	\$ 100.00
d) Vault Fee - Winter	\$ 400.00
e) Vault Fee – Winter (For burial elsewhere)	\$ 500.00

6. Memorialization Markers – Care and Maintenance – not subject to HST

a) Flat Marker – less than 1,116.13 cm ² (173 in ²)	\$ 0.00
b) Flat Marker – at least 1,116.13 cm ² (173 in ²)	\$ 100.00
c) Upright Marker – less than 122 cm (48”) wide, including base	\$ 200.00
d) Upright Marker – more than 122 cm (48”) wide, including base	\$ 400.00

Schedule 'D' to By-Law No. 2024-125 Licensing/Permits & By-law Enforcement Fees

Note: The following fees are not subject to HST, unless stated otherwise

	Fees
1. Licensing Fees	
1.1 Marriage Licence	
Marriage Licence Issuance	\$ 150.00
1.2 Livestock on Smaller Rural Properties	
a) Livestock Licence	\$ 150.00
b) Livestock Licence Renewal	\$ 50.00
1.3 Refreshment Vehicles	
Licence (per Refreshment Vehicle)	\$ 350.00
1.4 Other Licences	
Note: Refer to Municipal Licensing By-laws to determine the applicable licensing fees for any licences not listed above.	
2. Permit Fees	
2.1 Permit Fees	
a) Pool	\$ 200.00
b) Signs (not regulated under the Ontario Building Code)	
Under 1 m2	\$ 50.00
Over 1 m2	\$ 100.00
c) Sandwich Board Sign	\$ 50.00/year
d) Temporary Sign	\$ 50.00/year
2.2 Burn Permits (per burn site application)	
a) Urban, Rural Recreational & Farm	\$ 20.00
b) Oversized, Special Purpose	\$ 100.00
c) Recreational Campgrounds/Resorts	\$ 100.00

2.3 **Special Event Permit**

Free Admission – Special Event	\$ 0.00
• Expected attendance of less than 1,000	
Free Admission – Special Event	\$ 0.00
• Expected attendance of more than 1,000	
Paid Admission – Special Event	\$ 500.00

3. **Property Standards**

3.1 **Property Standards**

a) Appeal to Property Standards Committee	\$ 200.00
b) Re-Inspection	\$ 100.00
c) Certificate of Compliance	\$ 200.00

3.2 **Property Standards – Clean Up**

a) Register and/or Discharge Property Standards Orders on Title	Cost Recovery
b) Clean up	Cost Recovery
c) 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/hour
d) Admin Fee: additional 15% of a, b and/or c-minimum \$ 200.00	

4. **Clean & Clear**

a) Re-Inspection	\$ 100.00
b) Certificate of Compliance	\$ 200.00

Schedule 'E' to By-Law No. 2024-125 Public Works Fees

Note: The following fees are not subject to HST, unless stated otherwise

	Fees
1. Entrance Permits	
Entrance Permit	\$ 2,000.00
Note: The cost of an Entrance Permit includes the following components:	
• Fee	\$ 300.00
• Deposit	\$ 1,700.00
Deposit is refundable when complete and up to municipal standards within 18 months of initial inspection.	
Re-inspection Fee (after 1 st failed final inspection)	\$ 200.00
2. Road Cut Permits	
Road Cut Permit	\$ 1,200.00
Note: The cost of a Road Cut Permit includes the following components:	
• Fee	\$ 200.00
• Deposit	\$ 1,000.00
Deposit is refundable if completed within 1 year of issuance.	
3. Road Occupancy Permits	
Road Occupancy Permit	\$ 150.00
4. County of Northumberland Agreements	
Invoices - Plowing/Sanding/Salting	As per Agreement prices plus 10% Administration Fee
Fuel consumed for County Equipment	Average fuel price/litre plus 10% Administration Fee

Schedule 'F' to By-Law No. 2024-125 Fire & Emergency Services Fees

Note: The following fees are subject to HST, unless stated otherwise

	Fees
1. Request for Fire Inspection Report – not subject to HST	\$ 75.00
2. Inspections – not subject to HST	
a) Foster Homes	\$ 100.00
b) Group Homes	\$ 100.00
c) Other Inspections	\$ 100.00
3. Apparatus Stand-by	\$ 150.00/hour per vehicle
Note: Use of Fire Department apparatus for stand-by fire protection as requested by private companies, developers, industry, provincial or regional government, other than Emergency Response.	
4. False Alarms	Flat Rate
Automatic alarm Systems/Detectors	\$ 450.00
Note: After 2 per 12 Month Period: for non-notification to work on system or building, poor maintenance on system and / or failure to correct cause of repeated false alarms.	
5. Response to Open Air Fire Deemed Out of Control or Unauthorized	MTO Rates / hour / apparatus (full recovery)
Note: Where resident does not have a Burn Permit, is not in attendance, is unwilling or unable to adequately extinguish the fire or is found to be burning any materials that are not found to be clean wood.	
6. Motor Vehicle Collision	MTO Rates / hour / apparatus (full recovery)
Note: Fee is applicable for non-residents.	

7. Technical Rescue

7.1	Boat Response	MTO Rates / hour / apparatus (full recovery)
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7.2	Boat Staff	MTO Rates / hour / apparatus (full recovery)
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Note: Any person requiring the services of a Boat Response who is in contravention of any Federal or Provincial Act or Regulation or who has not exercised reasonable care in their actions, thus necessitating the use of a Boat Response, will be liable for costs incurred. Each incident will be billed for the actual time spent with a minimum charge of one (1) hour.

8.	Hazardous Materials Control/Clean Up	MTO Rates / hour / apparatus (full recovery)
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9.	Response to Natural Gas Leak caused by ruptured gas line	MTO Rates / hour / apparatus (full recovery)
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10.	Specialized Equipment, Material or Devices	MTO Rates / hour / apparatus (full recovery)
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Note: Specialized, heavy equipment or devices for the purposes of fire extinguishment, fire investigations, specialized rescue, CBRNE, HAZMAT and specialized responses, services or external contractors.

Schedule 'G' to By-Law No. 2024-125 Planning Related Fees

Note: The following fees are not subject to HST, unless stated otherwise

	Fees
1. Pre-Consultation Non Refundable Fee	
a) Pre-Consultation – Minor (Planning Dept. Only)	\$ 350.00
b) Pre-Consultation – Major (Multiple Depts.)	\$ 550.00
2. Planning Application	
2.1 Minor Variance (see Condition 2)	
a) Minor Variance Application	\$ 1,260.00
b) Minor Variance to Sign By-law	\$ 500.00
2.2 Consent/Severance (see Conditions 1, 2 & 3)	
a) Consent for New Lots	\$ 3,000.00
• Fee	\$ 2,000.00
• Deposit	\$ 1,000.00
b) Consent for Technical Purposes (lot addition, easements, rights-of-way, and an application under Section 50 (18) of the Planning Act re: foreclosure and exercise power of sale)	\$ 2,200.00
• Fee	\$ 1,700.00
• Deposit	\$ 500.00
c) Certificate of Validation	\$ 2,200.00
• Fee	\$ 1,700.00
• Deposit	\$ 500.00
d) Deed Stamping Fee (retained lands)	\$ 300.00
e) Certificate of Cancellation	\$ 2,200.00
• Fee	\$ 1,700.00
• Deposit	\$ 500.00
f) Certificate of Cancellation (as condition of consent)	\$ 300.00
g) Recirculation Fee	\$ 1,500.00
h) Cash-in-lieu of Parkland – dedication for all new lots created through the consent process	\$ 1,000.00
i) Application to amend the condition of a draft approved severance	\$ 200.00

2.3	Site Plan Control (see Condition 1)	
	a) Site Plan Control Application	\$ 4,500.00
	• Fee	\$ 2,500.00
	• Deposit	\$ 2,000.00
	b) Site Plan Control Amendment Application	\$ 3,500.00
	• Fee	\$ 1,500.00
	• Deposit	\$ 2,000.00
	c) Site Plan Revision/Resubmission (3 rd and each subsequent revision)	\$ 1,000.00
	d) Off-Site Servicing Agreement	Cost Recovery
2.4	Zoning By-law (see Conditions 1 & 2)	
	a) Zoning By-law Amendment Application	\$ 3,000.00
	• Fee	\$ 2,000.00
	• Deposit	\$ 1,000.00
	b) Zoning By-law Amendment Application (non-residential - minor)	\$ 4,000.00
	• Fee	\$ 3,000.00
	• Deposit	\$ 1,000.00
	c) Zoning By-law Amendment Application (non-residential - major)	\$ 5,700.00
	• Fee	\$ 4,700.00
	• Deposit	\$ 1,000.00
	d) Temporary Use By-law	\$ 3,000.00
	• Fee	\$ 2,000.00
	• Deposit	\$ 1,000.00
	e) Removal of Holding Provision	\$ 600.00
2.5	Official Plan or Secondary Plan Amendment (see Conditions 1 & 2)	
	a) Official Plan or Secondary Plan Amendment Application	\$ 10,250.00
	• Fee	\$ 4,250.00
	• Deposit	\$ 6,000.00
2.6	Plan of Subdivision or Condominium (see Conditions 1 & 2)	
	a) Plan of Subdivision or Condominium	\$ 12,000.00
	• Fee	\$ 6,000.00
	• Deposit	\$ 6,000.00
	b) Subdivision/Condominium Revision/Resubmission (3 rd submission & subsequent)	\$ 2,000.00

c) Draft Approval Extension	\$ 2,400.00
d) Redline Revision Request (with notice)	\$ 8,400.00
• Fee	\$ 2,400.00
• Deposit	\$ 6,000.00
e) Redline Revision Request (without notice)	\$1,200.00
f) Change in Condition (with notice)	\$ 2,000.00
g) Change in Condition (without notice)	\$ 1,000.00
h) Condominium Exemption Request	\$ 2,400.00
i) Condo Conversion	\$ 11,000.00
j) Subdivision Agreement	\$ 3,000.00
k) Condominium Agreement	\$ 3,000.00
l) Pre-servicing Agreement	\$ 3,000.00
m) Application to amend the condition of a draft approved subdivision or condominium	\$ 1,850.00

Note: In addition to the cost of the agreement, the applicant(s) shall be responsible for all costs associated with the agreement.

3. Part Lot Control By-Law or Deeming By-Law

3.1 Exemption for Part Lot Control

a) <4 lots	\$ 2,700.00
• Fee	\$ 1,700.00
• Deposit	\$ 1,000.00
b) 4-10 lots	\$ 4,500.00
• Fee	\$ 3,500.00
• Deposit	\$ 1,000.00
c) >10 lots	\$ 6,000.00
• Fee	\$ 5,000.00
• Deposit	\$ 1,000.00

3.2 Deeming By-law	\$ 2,700.00
• Fee	\$ 1,700.00
• Deposit	\$ 1,000.00

4. Minimum Distance Separation (MDS) Calculation

4.1 Minimum Distance Separation (MDS) Calculation	\$ 50.00
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Note: The fee is applicable when an MDS Calculation is performed without an associated planning application.

5. Sale and Other Disposition of Land Applications

5.1 Application Fee \$ 600.00

Note: The applicant(s) shall be responsible for all costs incurred by the Municipality with respect to their request, whether the request is approved or not. The applicant(s) shall be invoiced accordingly, and any such invoice shall include copies of invoices, which shall identify the costs that have been incurred by the Municipality.

5.2 Direct Sale Deposit \$ 5,000.00

Note: When Council chooses to proceed with a Direct Sale, the Deposit shall be required upon Council's decision to declare the lands surplus to the needs of the Municipality

5.3 Land Value \$ 0.287/sq. ft.
\$ 12,500.00/acre

- Minimum Purchase Price \$ 12,500.00

6. Request for Easement Over Municipal Property

6.1 a) Administration Fee (non-refundable) \$ 500.00

b) Deposit \$ 5,000.00

Note: The applicant shall be responsible for all costs incurred by the Municipality with respect to their request, whether the request is approved or not. The applicant shall be invoiced accordingly, and any such invoice shall include copies of invoices which shall identify the costs that have been incurred by the Municipality.

7. Encroachment Agreement

7.1 a) Administration Fee (non-refundable) \$ 500.00

b) Deposit \$ 5,000.00

Note: The applicant shall be responsible for all costs incurred by the Municipality with respect to their request, whether the request is approved or not. The applicant shall be invoiced accordingly, and any such invoice shall include copies of invoices which shall identify the costs that have been incurred by the Municipality.

8. Request to Lift Reserve Blocks

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| 8.1 | Administration Fee (non-refundable) | \$ 350.00 |
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Note: The applicant shall be responsible for all costs incurred by the Municipality with respect to their request, whether the request is approved or not. The applicant shall be invoiced accordingly, and any such invoice shall include copies of invoices which shall identify the costs that have been incurred by the Municipality.

9. Ontario Land Tribunal (OLT)

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| 9.1 | Appeal Fee to the Ontario Municipal Board as set by the OLT Regulations | Fee Set by OLT Regulations |
| 9.2 | Staff and Legal Fees associated with processing an OLT appeal file and preparing for and giving evidence at the OLT or mediating a resolution | Cost Recovery |

10. Miscellaneous

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| 10.1 | Review Pit Licence Application and Comments to MNR | \$ 1,000.00 |
| 10.2 | Telecommunications Towers & Antennas Application | \$ 1,000.00 |
| | • Fee | \$ 500.00 |
| | • Deposit | \$ 500.00 |
| 10.3 | Staff Fees associated with processing any other land matters | Cost Recovery |
| 10.4 | Legal Fees associated with processing any land matters | Cost Recovery |

Conditions

1. Applications in corresponding table require a signed Cost Acknowledgement Agreement and Deposit Fee. Deposit fees will be drawn upon for expenses related to the applications for which they are collected.
2. Creation and posting of property signs advising of active applications, as outlined in Planning Act regulations, are the responsibility of the applicant. The Municipality can provide specifications for signs to meet municipal requirements.
3. A maximum of two lots (one severed and one retained) can be created by any one consent application.

Additional Notes

1. Applications that are submitted concurrently will require the submission of all accumulative Deposit Fees outlined below.
2. Conservation Authority costs for planning review of all application will be as per the applicable Conservation Authority Fee Schedule.
3. Where possible, any other Municipal fees will be obtained by the Planning Department when application is made and transferred internally.

All application fees are non-refundable

Schedule 'H' to By-Law No. 2024-125 Building Related Fees

Note: The following fees are not subject to HST, unless stated otherwise

1. Administration Fees – Flat Rate

a) Residential, Commercial, Institutional, Industrial and Agricultural	\$ 400.00
b) Accessory Buildings, Additions, Decks & Renovations	\$ 200.00
c) Building without a permit	\$ 500.00
d) Site Plan Review	\$ 200.00
e) Site Inspection	\$ 200.00
f) Designated Structures	
i) Communication Tower	\$ 400.00/item
ii) Sign – Permanent	\$ 400.00/item
iii) Silo (Vertical)	\$ 400.00/item
iv) Retaining Wall	\$ 200.00/item
v) Wind Turbine	\$ 400.00/item
vi) Manure Pit	\$ 1,500.00/item
vii) Bunk Silo	\$ 1,500.00/item
g) Building Permit Deposit – Residential (New Builds)	\$ 5,000.00

Note: Deposit is refunded when all requirements are fulfilled and the final inspection, to close all permits, is signed off by the Chief Building Official or their designate.

h) Register and/or Discharge Building Orders on Title	Cost Recovery
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2. Additional Fees

a) Commercial, Institutional & Industrial	\$ 10.00 per \$ 1,000.00 of value
b) All other Buildings, including Dwellings, & Additions, Attached Garages, Decks/Porches	
• Finished areas	\$ 0.95 per sq. ft.
• Unfinished areas	\$ 0.40 per sq. ft.
c) Garages, Accessory Structures, Renovations Porches & Decks,	\$ 0.75 per sq. ft.

3. Agricultural

a) Agricultural Buildings up to 600 sq. ft.	\$ 600.00
b) Agricultural Buildings over 600 sq. ft. up to 5,000 sq. ft.	\$ 600.00 plus \$ 0.33/sq. ft.
c) Agricultural Buildings greater than 5,000 sq. ft.	\$ 2,019.00

plus \$ 0.25/sq. ft.

4. Value Calculations

a) Based on cost per sq. ft. for Residential	\$ 150.00
b) Based on cost per sq. ft. for Accessory Buildings	\$ 75.00
c) Based on cost per sq. ft. for Commercial	\$ 150.00
d) Based on cost per sq. ft. for Industrial	\$ 150.00

5. Miscellaneous Fees

a) HVAC, Woodstoves, Solar Panels, Solid Fuel-burning Devices	\$ 200.00
b) Occupancy Permit	\$ 200.00
c) Demolition Permit	\$ 200.00
d) Re-inspection after 2 nd Failed Inspection	\$ 100.00/inspection
e) House Moving Permit	\$200.00
f) Final Inspection 48 months after Building Permit Issuance	
i) Residential, Commercial, Institutional, Industrial	\$ 400.00
ii) Accessory Building, addition and decks	\$ 200.00
iii) Agricultural Buildings	\$ 250.00
g) Property Information Records Request (i.e. permits, septic information, surveys, etc.)	\$ 100.00
Subject to a 7 business day turnaround	

Note: Includes up to 5 pages, additional pages will be charged at the rate set out in the Fees & Charges By-law

h) Alternate Solutions (proposal to allow an alternative design and/or measure in lieu of the prescriptive requirements under Division B of the Ontario Building Code. Alternative Solution submissions must reference a Building Permit currently under review.)	\$ 600.00
i) Transfer of a Permit	\$ 200.00
j) Permit Change of Use – Residential and Non-Residential	\$ 200.00
k) Shipping Container (maximum of 2)	\$ 200.00/item

6. Septic

a) New	\$ 875.00
b) Repair	\$ 475.00
c) Decommissioning	\$100.00

7. Refund of Permit Fees

Pursuant to this by-law, the portion of the total calculated permit fees that may be refunded shall be a percentage of the total fees payable under this by-law, calculated as follows in regard to functions undertaken by the municipality:

- a) 75% if only administrative and zoning functions have been performed;
- b) 50% if administrative, zoning and plans examination functions have been performed;
- c) 25% if the permit has been issued and no field inspections have been performed subsequent to permit issuance; or
- d) 0% if any field inspections have been performed subsequent to permit issuance.

There will be no refund of \$100.00 or less.

Schedule 'I' to By-Law No. 2024-125 Hastings Village Marina Related Fees

Note: The following fees are subject to HST, unless stated otherwise

1. Seasonal Docking Rate

1.1 Serviced Docks

- | | |
|---------------------------------|--------------|
| a) 30 amp service Seasonal Rate | \$ 57.00/ft. |
| b) 50 amp service Seasonal Rate | \$ 65.00/ft. |
| c) Minimum Seasonal Rate | \$ 1,425.00 |

1.2 Unserviced Docks

- | | |
|--------------------------|--------------|
| a) Seasonal Rate | \$ 45.00/ft. |
| b) Minimum Seasonal Rate | \$ 810.00 |

2. Transient Boater Docking Rates

2.1 Per Night

- | | |
|-------------------|-------------|
| a) 30 amp service | \$ 2.40/ft. |
| b) 50 amp service | \$ 3.10/ft. |

2.2 Per Week

- | | |
|-------------------|--------------|
| a) 30 amp service | \$ 11.50/ft. |
| b) 50 amp service | \$ 12.50/ft. |

2.3 Per Month

- | | |
|-------------------|--------------|
| a) 30 amp service | \$ 29.00/ft. |
| b) 50 amp service | \$ 32.00/ft. |

3. Pump-Out Rates - HST Included

- | | |
|--------------------|---------------|
| a) Seasonal Boats | \$ 20.00/tank |
| b) Transient Boats | \$ 25.00/tank |

4. Winter Storage

- | | |
|-------------------------------------|--------------|
| a) Per Foot Winter Storage | \$ 17.00/ft. |
| b) Minimum Winter Storage Rate | \$ 450.00 |
| c) Stands & Block Rental | \$ 200.00 |
| d) Block Rental Only (10-15 Blocks) | \$ 100.00 |

Schedule 'J' to By-Law No. 2024-125 Arenas, Facilities and Sports Fields Related Fees

Note: The following fees are subject to HST, unless stated otherwise

1. Ice Rentals

2024-2025 & 2025-2026 Seasons

Youth	\$ 112.00/hour
Adult	\$ 152.00/hour
Day Rate - Monday to Friday 8:30 am to 4:00 pm	\$ 70.00/hour
Sponsored Public Skating (4 week minimum)	\$ 70.00/hour
Statutory Holiday Ice Rental	
• Youth	\$ 172.00/hour
• Adult	\$ 212.00/hour
Late Ice – after March 31st	\$ 165.00/hour

Non-organized shinny hockey/skating (within ice schedule)

HST Included

• Youth	\$ 5.00/person/hour
• Adult	\$ 10.00/person/hour

Birthday Party Rental – 2 hour rental	\$ 150.00
• Warkworth Arena	
(1 hour ice rental + 1 hour auditorium rental)	

2. Non-Ice Rentals (Arena Ice Pad Floor Space)

Ice Pad Floor Space Rental	\$ 75.00/hour
Statutory Holiday Rental	\$ 142.00/hour

3. Public Skating – HST Included

Per Skater	\$ 2.50
Child under 6 years of age	No Charge
Family (up to 5 people including 2 Adults)	\$ 6.00
Sponsored Skating (100 % sponsorship)	No charge

4. Concession Booth Rentals

Sunny Life Recreation & Wellness Centre	\$ 600.00/month
12 month Contract	
Warkworth Arena	\$ 300.00/month
6 month Contract	

5. Facility Rentals

5.1 General

Washroom Facility Use – 4 hour minimum	\$ 56.00/hour
Statutory Holiday Rental – Washroom Facility Use – 4 hour minimum	\$ 116.00/hour
Setup/Cleanup – Tables/Chairs	\$ 110.00
Event Staffing Cost	\$ 56.00/hour per staff

5.2 Meeting/Event

Meeting/Event Rental – 4 hour minimum	\$ 56.00/hour
• Warkworth Arena Auditorium	
Statutory Holiday Rental – 4 hour minimum	\$ 116.00/hour

6. Hastings Field House

6.1 Memberships/Drop In (until May 31, 2025)

1 Month

• Youth (17 years and younger)	\$ 20.00
• Adult (18 to 64)	\$ 45.00
• Senior (65 years and older)	\$ 40.00
• Family/Group (up to 5 people)	\$ 75.00

6 Months

• Youth (17 years and younger)	\$ 125.00
• Adult (18 to 64)	\$ 250.00
• Senior (65 years and older)	\$ 225.00
• Family/Group (up to 5 people)	\$ 450.00

Note: Throughout the year, the Director of Community Services may authorize reduced rate Sales on the 6 Month Membership rates noted.

Monthly Track/Gym Pass	\$ 30.00
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Individual Drop In	\$ 5.00/hour
• Use of turf or court only (if available)	
Family/Group Drop In	\$ 20.00/hour
• Use of turf or court only (if available)	

6.1 Memberships/Drop In (June 1, 2025 to May 31, 2026)

1 Month

- | | |
|---------------------------------|----------|
| • Youth (17 years and younger) | \$ 25.00 |
| • Adult (18 to 64) | \$ 50.00 |
| • Senior (65 years and older) | \$ 45.00 |
| • Family/Group (up to 5 people) | \$ 82.50 |

6 Months

- | | |
|---------------------------------|-----------|
| • Youth (17 years and younger) | \$ 137.50 |
| • Adult (18 to 64) | \$ 275.00 |
| • Senior (65 years and older) | \$ 247.50 |
| • Family/Group (up to 5 people) | \$ 495.00 |

Note: Throughout the year, the Director of Community Services may authorize reduced rate Sales on the 6 Month Membership rates noted.

Monthly Track/Gym Pass	\$ 30.00
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Individual Drop In	\$ 5.00/hour
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- Use of turf or court only (if available)

Family/Group Drop In	\$ 25.00/hour
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- Use of turf or court only (if available)

6.2 Activities (until May 31, 2025)

Birthday Party Rental – 2 hour rental	\$ 150.00
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(1 hour Turf Rental + 1 hour Court Rental)

Turf Rental

- | | |
|---------|----------------|
| • Youth | \$ 85.00/hour |
| • Adult | \$ 130.00/hour |

Golf – Non-member – HST Included	\$12.00/ 30 minutes
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Track – Non-member – HST Included	\$ 2.00/day
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Court Rental – Non-member	\$ 40.00/hour
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Court Rental – Member	No charge
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Court User Fee – Member – HST Included	\$ 2.50/hour
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Court User Fee – Non-member when playing with a member – HST Included	\$ 10.00/hour
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Court – No Show Fee	\$ 40.00
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for Member and Non-member

(when booking party does not attend after booking court)

6.2 Activities (June 1, 2025 to May 31, 2026)

Birthday Party Rental – 2 hour rental (1 hour Turf Rental + 1 hour Court Rental)	\$ 150.00
Turf Rental	
• Youth	\$ 93.50/hour
• Adult	\$ 143.00/hour
Golf – Non-member – HST Included	\$12.00/ 30 minutes
Track – Non-member – HST Included	\$ 2.00/day
Court Rental – Non-member	\$ 44.00/hour
Court Rental – Member	No charge
Court User Fee – Member – HST Included	\$ 2.50/hour
Court User Fee – Non-member when playing with a member – HST Included	\$ 10.00/hour
Court – No Show Fee for Member and Non-member (when booking party does not attend after booking court)	\$ 44.00

6.3 Special Event Rentals (until May 31, 2025)

Special Event Rental	\$ 150.00/hour
Not for Profit/Charitable Group	\$ 100.00/hour

6.3 Special Event Rentals (June 1, 2025 to May 31, 2026)

Special Event Rental	\$ 250.00/hour
Not for Profit/Charitable Group	\$ 150.00/hour

7. Crowe Bridge Park Admission – HST Included

Per Person	\$ 5.00
Child under 5 years of age	No Charge
Resident Season Pass	\$50.00/household

Note: Resident Season Pass will only be available to individuals that provide proof of residency with a Driver's License or Municipal property tax bill.

8. Gazebos/Pavilions

Gazebo/Pavilion Rental – 4 hour minimum	\$ 25.00/hour
• Campbellford Gazebo - Old Mill Park	
• Hastings Gazebo	
• Warkworth Pavilion	

9. Sports Fields

9.1 Soccer Pitch

Youth Soccer Clubs

- Large Field \$ 12.00/hour
- Mini Field \$ 9.75/hour

Adult \$ 26.00/hour

9.2 Ball Diamonds

Youth – Game/Practice \$ 26.00/hour

Adult – Game/Practice \$ 31.00/hour

Tournament Rate – Youth - 4 hour minimum \$ 21.00/hour

Tournament Rate – Adult - 4 hour minimum \$ 24.75/hour

10. Special Events

Table and Chairs (Event Trailer) \$ 500.00

11. Advertising

11.1 Arena Season – September 1 to March 31

Location	Size	Per Season
Wall Space	4 ft. x 8 ft.	\$ 150.00

Ice Resurfacers (Warkworth Only)

- Top Panel \$ 325.00 each
- Front Panel \$ 175.00 each
- Top Side Panel \$ 550.00 each
- Half Top Side Panel \$ 300.00
- Bottom Side Panel \$ 300.00

Ice Surface – Per Logo \$ 500.00
(Design, size, location to be approved by Trent Hills)

Dasher Boards

Note: Trent Hills Thunder administers and manages the Dasher Board advertising program in accordance with the Agreement authorized by By-law No. 2024-082

11.2 Hastings Field House

Advertising Banner 3 ft. x 8 ft. vinyl	\$ 150.00/year
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11.3 General

Waste Receptacle – Per Side	\$480.00/year
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12. Bench and Tree Donation Program

Bench	\$ 4,000.00
Tree (standard species)	\$ 1,000.00
Tree (special order)	Cost determined at time of order
Replacement Plaque	\$ 350.00

Note: Tax receipts will be issued for Bench and Tree Donation Program contributions.

**Schedule 'K' to By-Law No. 2024-125
Consolidated Linear Infrastructure –
Environmental Compliance Approvals**

1. Stormwater Management

1.1	Administrative Fee	\$ 1,000.00
1.2	Storm Sewers (adding, changing, replacing or extending) – includes standard system components (e.g. ditches, swales, culverts, inlets, structures, outlets)	\$ 2,500.00/submission
1.3	Manufactured Treatment Device Only (e.g. Oil-Grit Separator Unit, Filter Unit)	\$ 2,000.00/each
1.4	Stormwater Management Facility (new, expanding, altering) (e.g. wet pond, engineered system with treatment) or Low Impact Development Filtration Facility (e.g. Bioretention Facility)	\$ 5,000.00/facility
1.5	Stormwater Storage Facility (e.g. engineered system without treatment) or Low Impact Development Retention Facility (e.g. Infiltration, Evapotranspiration)	\$ 5,000.00/facility
1.6	Environmental Compliance Approval – Amendments	\$ 2,500.00/each

2. Wastewater Management

2.1	Administrative Fee	\$ 1,000.00
2.2	Sanitary Sewers (adding, changing, replacing or extending) – includes standard system components (e.g. pipes, inlets, structures, outlets)	\$ 2,500.00/submission
2.3	Pumping Station/Forcemain (adding, changing, replacing)	\$ 5,000.00/each
2.4	Environmental Compliance Approval – Amendments	\$ 2,500.00/each

Appendix “1” to By-law No. 2024-125
Fees and Charges
Imposed under Separate By-law/Act/Ontario Regulation

- a) Development Charges: Development Charges Act, 1997, S.O. 1997, c.27
- b) Freedom of Information: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended
- c) Refer to Municipal Licensing By-laws to determine the applicable licensing fees for any licences not listed in Schedule “D”
- d) Lottery Licensing Fees per Alcohol and Gaming Commission of Ontario
- e) Water and Wastewater Rates, Fees and Charges
- f) Water and Wastewater Connection Charges