



A Bylaw to establish 2026 User Fees and Charges for services and activities provided by the Municipality of Highlands East

Whereas Whereas Section 391 of the Municipal Act, 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 Municipality of Highlands East enacts as follows:

1. That the Treasurer shall add the fees and charges imposed pursuant to the 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;

2. That the fees and charges listed, where applicable be subject to any applicable provincial and federal taxes (*indicates that h.s.t will be applied) and;

3. That the following schedules shall form part of this bylaw:

Schedule A - Administration

Schedule B - Finance

Schedule C - Public Works

Schedule D - Fire

Schedule E - Environment

Schedule F - Parks, Recreation and Facilities

Schedule G - Building

Schedule H - Planning

Schedule I - Licencing

Schedule J - Administrative Penalties

4. That where a fee or charge that may exist in another bylaw that predates the effective date of this bylaw, this bylaw shall prevail.

5. That Bylaw 2025-07 Amended, 2025 User Fees and Charges be rescinded.

6. That independent bylaws will be noted on fees schedules as reference.

Enacted, Approved and Signed with the Corporate Seal attached on January 13, 2026.



Originals Signed

Dave Burton, Mayor

Originals Signed

Robyn Rogers, Municipal Clerk

Policy

User Fees and Charges Schedules for Municipal Services and Activities



Policy No.: P-021
By-law #: 2026-02
Department: Finance
Effective Date: 13 Jan 2026
Revision Date: November 2026

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Purpose:

A policy with by-law to establish user fees and charges for services or activities provided by the Municipality of Highlands East.

Administrative Information:

Mandatory:
No

Revision Log:

Number	Date	Description
P-009	December 10, 2019	
P-001	January 17, 2023	
P-003	June 4, 2024	
P-036	February 11, 2025	
P-036	April 8, 2025	
P-021	January 13, 2026	

A - Administration

User Fees and Charges Schedules for Municipal Services and Activities



Schedule A - Administration:

Service	Fee/Charge
Photocopy - Black and white per image	\$0.50
Photocopy - Colour per image	\$0.50
Photocopy - Non Profit - Per image	\$0.25
Facsimile Transmission - per page - receiving	\$1.00/page
Highlands East Information Map	\$5.00
County 911 Maps	\$5.00
Commissioning of Documents (unless a requirement of a municipal document i.e planning application)	\$10.00
Electric Vehicle Charging Station	\$2.50/hour
Administration Research	\$25.00/hour
Information Retrieval	\$25.00/hour
FOI Requests	\$5.00 per application

B - Finance and Tax Department

User Fees and Charges Schedules for Municipal Services and Activities



Schedule B - Finance And Tax Department:

Service	Fee/Charge
Accounts Receivable Other-Transfer to Tax Roll	\$25.00
Tax Certificate	\$75.00
NSF Cheques	\$50.00
Tax Bills- Interim and Final Installments when overdue (will incur monthly penalty)	1.25%
Overdue Invoices	1.25%
Tax Billing History Report	\$15.00
Tax Statement of Account (Owner)	\$10.00
Tax Bill Reprint/Duplicate Billing Notice	\$10.00
Transfer Tax Balance Credit/or Tax Overpayment Refunds	\$25.00
Taxation 2 Years Arrears Notification	\$10.00
Final Warning -Commencement of Tax Sale Procedures (Registered Letter)	\$25.00
Tax Sale Fees- These are third-party fees— costs billed to the municipality and subsequently added to the property's tax arrears as part of the Tax Sale process for cost recovery.	
Tax Sale Admin FeeReal Tax - Engage Professional Services	\$575.00
Tax Registration (File sent for processing) Tax Registration - Part 1	\$595.00
Registration of Tax Arrears Certificate/First Notice of Tax Arrears Certificate Tax Registration - Part 2	\$595.00
Final Notice of Tax Registration/Cancellation of Certificate Tax Registration -Part 3 Final Notices	\$595.00
Preparation of Extension Agreement By-Law	\$200.00
Tax Sale	\$1990.00
Advertise on Ontariotaxsales.ca	\$525.00
Re- Advertise on Ontariotaxsales.ca	\$300.00
Tax Sale Tender Packages (minimum 20 per order)	\$30.00 each
Additional Fees for Additional Work (change to tax sale date having to re-do documents)	\$225.00/hr. (min. 1 hr.)
Searches and Notices These are third-party	

fees —costs billed to the municipality and subsequently added to the property's tax arrears as part of the Tax Sale process for cost recovery .	
Notices under the Farm Debt Mediation Act (per notice)	\$75.00
Notices outside of Canada (per notice)	\$70.00
First Notices, Final Notices, Form 5, Form 10 (per notice)	\$35.00
Print Parcel Register (per PIN)	\$50.00
Execution Searches (per name)	\$33.00
Copies of Executions (per writ)	\$28.00
Corporate Searches, if needed (per Corporation)	\$60.00
Send Tax Deed or Notice of Vesting to Ministry	\$65.00

C- Public Works Department

User Fees and Charges Schedules for Municipal Services and Activities



Schedule C - Roads :

Service	Fee/Charge
Entrance Permit	\$225.00 (plus \$500.00 security deposit to be returned upon completion conditional of final inspection)
Entrance Re-inspection	\$100.00
Over-dimensional Load Permit (Annual)	\$300.00
Over-dimensional Load Permit (Single-move)	\$50.00
Property Damage (Repair/replacement of municipal property damaged by an individual. Recovery will be sought either from the individual directly, their company, employer, or insurance carrier)	Cost recovery for property damage based on labour, material, equipment, contracted services, plus applicable taxes on all items and a 10% Administration Fee
Road Closure / Conveyance	Cost recovery of all professional fees and expenses
Note: all above fees subject to applicable taxes. Please see Entrance Bylaw 2023-89	

Schedule C - Waste :

Household Garbage < 1 cu. yard	No Charge
Bulk Garbage > 1yd3 sorted	\$50/yd3
Bulk Garbage>1yd3 unsorted	\$80/yd3
Recyclable Material	No Charge
Scrap Metal	No Charge
Scrap Metal / Appliance without CFC (Freon)	No Charge
Tire – Passenger Vehicle (on/off rim, max 4 per visit)	No Charge
Tire – Commercial Truck (on/off rim, max 4 per visit)	No Charge
Tire – Tractor, front (on/off rim, max 4 per visit)	No Charge
Tire – Tractor, rear (on/off rim, max 4 per visit)	No Charge
Tire – over 4 ft. diameter (on/off rim, max 4 per visit)	No Charge
Tagged by certified Freon Removal Tech. CFC (Freon)	No Charge

Appliance	
Untagged CFC (Freon) Appliance	\$50/unit
Furniture	\$20/unit
Hot Tub	\$80.00 - large \$40.00 - soft \$30.00 - hot tub cover
Mattresses/Box Springs	\$30/unit
Commercial Waste, Sorted*	\$80/yd3
Commercial Waste, Unsorted**	\$160/yd3
Contaminated Soil (soil must meet all regulatory guidelines for acceptance at landfills)	\$100/yd3
Brush (4" diameter or less)	\$20/yd3
Propane Tank (empty; Mumford & Hwy 28 only)	No Charge
Oil Tank – empty, dry and cut in half	No Charge
Hazardous Waste Material (i.e., batteries, paint, oil, etc.)	Not Accepted
Electronic Waste - TV, Monitor, etc.	No Charge
Boat - motor and gas tank removed	\$10/ft - fiberglass No Charge - metal \$40.00 - paddle boat, canoe, kayak and paddleboard
Boat – motor and gas tank	Not Accepted
Shingles – non-hazardous	\$50/yd3
Shrink Wrap	Not Accepted
Extra or Replacement Landfill Access Passes	\$10/card \$50/card after the first two
Cottage Kits	\$10/kit or 5 for \$40.00/valid only for calendar year in which purchased
Composter	\$40/unit
Digester	\$80/unit
Note: all above fees subject to applicable taxes and per ECAs	
*Waste delivered on Pick - ups, Trailers, Bins or Dump Trucks	
** Waste delivered on Pick - ups, Trailers, Bins, Dump Trucks or Compactor Truck	
Please see Highlands East Solid Waste Management Bylaw #2025-22	

D - Fire Department

User Fees and Charges Schedules for Municipal Services and Activities



Schedule D - Fire Department:

Service	Fee/Charge
Fire Incident Report/File Search (payable upon receipt of report)	\$100.00
Fire Inspections (payable prior to inspection)	\$75.00
Burning Permit	\$150.00
Responses to all motor vehicle accidents, including motor vehicle fires, motorized snow vehicles , all terrain vehicles on any road	Current MTO Rates at the time of the call
Outdoor Burning Violation	Current MTO Rates @time of the call Open Air Burning By-law #2024- 20 applicable at time of call
Fire Investigation (Cost Recovery)	Municipal and third party contractor fees involved with investigation
False Alarms	MTO Rates applicable at time of call for each alarm after the second alarm in a 12 month period
Fire Safety Inspections (upon request for Accreditation or Licensing)	
Day Care Centres	\$175.00
Private Home Day Care	\$100.00
Licensed Marijuana Grow Operation Inspection	\$85/hour
Care Occupancy (nursing home, rest home & old age home) inspections and monitored fire drills.	\$85/hour
Care Occupancy (homes for special care) inspections and monitored fire drills.	\$85/hour
Repeat on-site inspections at the request of the owner (short term rental properties, bed & breakfast, cottage rentals, country inns, vacation apartments)	\$85/hour
Follow up fire Safety Inspection to verify compliance with an inspection order issued as a result of a fire code violation.	\$85/hour
Fire Safety Plan Review (subsequent reviews of fire safety plans that were not approved during their initial review)	\$50/review
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	Current MTO Rates @time of the call

Reg 388/97 as amended, for every third and subsequent occurrence in a 12 month period, where fire department vehicles are dispatched, and it is determined by the fire department that the alarm was due to an improperly functioning alarm system. This shall not apply where the conditions were not within the control of the owner, including but not limited to, changes in atmospheric conditions, excessive vibrations, power failure, malicious actions of other of fluctuations of water pressure)	
Due to Failure to Notify (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 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)	Current MTO Rates @time of the call
Standby Charges (Note: This fee is charged when fire department vehicles and crews are requested to provide standby. The standby requests may include, but are not limited to, standing by at special events, providing standby for businesses or standing by at events that require rescue teams to be present)	Current MTO Rates @time of the call
MTO billing for vehicle accidents and fires on provincial highways (Note: This fee is chargeable to the Ministry of Transportation for all vehicle-accident, safety or fire related fire department services that occur on provincial highways). Billing for vehicle accidents and fires for incidents on all other roads or property Note: (Directly charged to the at fault driver/owner when incident takes place on Municipal or County roads.)	Current MTO Rates @time of the call
Response to a Propane Incident (Note: This fee is chargeable where the fire department determines that a Propane incident has been caused directly by a person or company, who has failed to take reasonable precautions including getting a locate and following proper guidelines regarding digging around locates)	Current MTO Rates @time of the call
Fire Department Response to Open Air Fires (Note: For each staffed fire department vehicle in attendance at an unauthorized open air fire or an open air fire that is being conducted in contravention of the guidelines for an open air burn)	Current MTO Rates @time of the call
File Search	
Copy of fire inspection report/compliance letter/insurance company report (Note: Copies of inspection reports and/or fire code compliance letters that are provided to property owners or insurance companies upon request)	\$100.00
Copy of fire response incident report/insurance company report (Note: Copies of fire department response reports that are provided to property owners or insurance companies upon	\$100.00

request)	
Property file search (Note: Search of property files for information such as previous fire code violations, outstanding work orders and retrofit requirement compliance)	\$100.00
Liquor License Letter (Note: Agency letter for liquor license application)	\$100.00
L.L.B.O. Special Occasion Permit Letters (Note: Agency letter for special occasion permit application) Charges apply if property inspection is required.	\$100.00
Review of Level 1 (Basic) propane storage risk safety management plan	\$100.00
Review of Level 2 (complex) propane storage risk safety management plan (Note: This fee shall apply where the Fire Department is requested to review and/or approve a level 1 or 2 "Risk Safety Management Plan" as part of an application to the TSSA for a license to store propane)	\$85.00
Hazardous Materials Spills	Current MTO Rates @time of the call.
Illicit Drug Labs and/or Marijuana Grow Operations	Current MTO Rates @time of the call.
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. Examples include, but are not limited to, renting heavy machinery such as excavators, contracting security services to protect property or contracting the clean-up of hazardous materials or dangerous goods. Additional expenses that may be required to bring a fire under control that may be recovered as part of this by-law include the use of firefighting foam, dry chemical extinguishing devices and any equipment or PPE damaged during operations.)	Actual costs
Fire Watch	\$40/hour/firefighter, Minimum two firefighters
Securing of premises/scene (After a fire until released to the property owner/insurance company/Fire Marshal/OPP	\$40/hour/firefighter, Minimum two firefighters
Smoke and Carbon Monoxide Alarm	\$35.00
Smoke Alarm	\$10.00
Please add any applicable sales tax to all figures above.	
Fire Department Response Cost Recovery	
In House Gear Cleaning	
Bunker Gear	1.5 hours x firefighters wage
Coveralls	1 hour x firefighter wage
Helmet liner, gloves and balaclava	1 hour x firefighter wage
Fire Response Fees - Indemnification Technology (Fire Marque)	Current MTO rates plus personnel costs, plus any additional costs for

	each incident. See Notes 1,2 and 3 below
Note: 1. Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative. 2. These cost recovery fees are HST exempt. 3. Where the Municipality believes and/or Indemnification Technology® indicates Fire Department Specific Response Fees are applicable but the Owner does not have, in part or in full, insurance coverage for fire department charges for the Property, the Municipality may adjust the Fire Department Specific Response Fees to the extent of insurance coverage upon provision by the Owner of evidence, to the satisfaction of the Municipality, that no such insurance coverage exists or to demonstrate the limits of such coverage.	

E - Environmental Department

User Fees and Charges Schedules for Municipal Services and Activities



Schedule E - Environmental:

Service	Fee/Charge
Residential Water Rate	\$892.34 per annum
Residential Sewer Rate	\$561.02
Commercial Rates	
0 to 50,000 gallons	\$4.04 per 1,000 gallons
50,001 to 150,000 gallons	\$3.37 per 1,000 gallons
Balance	\$3.09 per 1,000 gallons
Meter Service Charge	5/8" to 1" meter \$2.00 monthly
	1 1/4" to 2" meter \$5.00 monthly
New Building connected to existing water and sewer	\$892.34
Turning water off and on at request of the homeowner (exception of a shutdown to repair shutoff valve inside home)	\$40.00
Plugged sewer connection on municipal land adjacent to the homeowner's property	50/50 shared costs between municipality and homeowner
Note: Please see Fees and Charges for Water and Sewer Services for Consumers in Ward 1 Bylaw 2025-81	

F - Facilities, Parks and Recreation Department

User Fees and Charges Schedules for Municipal Services and Activities



F - Facilities, Parks And Recreation Department :

Facility	Fee/Charge
Cardiff Community Centre Seating Capacity:133	\$50/Half Day, \$50.00 Security Deposit \$120/Full Day \$100.00 Security Deposit \$20.00 Key Deposit \$25/Hour for repetitive use (3 or more times a year)
Highlands Grove Community Centre Seating Capacity:50	\$50/Half Day, \$50.00 Security Deposit \$100/Full Day, \$100.00 Security Deposit \$20.00 Key Deposit \$25/Hour for repetitive use (3 or more times a year)
Lloyd Watson Memorial Community Centre Main Hall Seating Capacity:225 Lounge Seating Capacity:50	\$50/Half Day, \$50.00 Security Deposit \$160/Full Day, \$100.00 Security Deposit \$20.00 Key Deposit \$25/Hour for repetitive use (3 or more times a year)
Robert McCausland Memorial Community Centre Main Hall Seating Capacity: 200 Banquet Hall: 75	\$50/Half Day, \$50.00 Security Deposit \$140/Full Day, \$100.00 Security Deposit \$20.00 Key Deposit \$25/Hour for repetitive use (3 or more times a year)
Keith Tallman Memorial Arena	No Full Day Available Winter Rates \$60.00/hour (Monday to Friday 7 am to 5 pm) \$95.00/hour Prime - Time Rate (Monday to Sunday 5pm and after) Summer Rates \$25.00/hour (Monday to Friday 7 am to 5 pm) \$40.00/hour Prime - Time Rate (Monday to Sunday 5pm and after)

Birthday Party Rate	\$60.00/hour
<i>The \$25/Hour fee is charged if used repetitive (3 or more times/year) for community centres</i> <i>The Security Deposit is a fee over and above the rental fee.</i> <i>All events require a minimum of two (2) million liability insurance, which can be purchased through the Municipality.</i> <i>Non profit, community groups, fundraising and education sessions there is No Charge with complete application and approval of Fee Waiver</i> <i>These fees are applicable to HST.</i> <i>These fees are set unless otherwise acknowledged through the Fee Waiver Policy Bylaw #2024-52</i>	
Cardiff Pool Membership	Fee/Charge
Residents	\$50/per person or \$150/per family, maximum 5 persons
Non Residents	\$60/per person or \$190/per family, maximum 5 persons
Senior Residents	\$40/per person
Non Member Rate	\$5/per person/per day
<i>Persons eligible for reduced Senior's rate must qualify for Old Age Security benefits and are residents within the Municipality of Highlands East.</i> <i>Badges are a Municipality of Highlands East Badge for Membership payment.</i>	
Registration, Swimming Instruction for Cardiff Pool	
Residents	\$50/per person, 2 week session
Non Residents	\$70/per person, 2 week session
Beach Fees	
Members of the public	\$50/per person, 2 week session

G - Building Department - Classes of Permits and Fees

User Fees and Charges Schedules for Municipal Services and Activities



Schedule G - Building Department:

Permit fees shall be calculated by the floor area of the proposed construction multiplied by the values as set out in Subsection 3 of this schedule.

Floor Area shall be the total area of all floor above grade measured to the outside face of the exterior walls.

Permits	Fee/Charge
Non Refundable Administration Fee	\$150.00
Minimum Building Permit Fee	\$150.00
Building Classifications/Permits	
Buildings used for human habitation including: Dwellings, guest cabins, multi residential, second suites or additions to above	\$1.20 per sq. ft.
Renovations to existing dwellings	\$1.00 per sq. ft.
New foundation under an existing building	\$0.90 per sq. ft.
Accessory Buildings or additions to	\$1.00 per sq. ft.
Commercial, industrial and institutional buildings or additions to	1.30 per sq. ft.
Agricultural Buildings or additions to	\$0.50 per sq. ft.
Flat Rate Fees - administration fee may be applicable if this is a standalone permit	
HVAC/HRV	\$150.00
Plumbing	\$200.00
Wood burning appliance (wood stove)	\$150.00
Decks, docks, verandahs, covered porch	Min. \$200.00 \$0.80 per sq. ft.
Other Permits	
Demolition Permit	\$150.00
Temporary Tents over 60 m2	\$150.00
Sea Containers	\$200.00
Conditional Permit	\$100.00 + applicable Building Permit Fees
Partial Building Permit	\$100.00+ applicable Building Permit Fees for the Complete Project
Change of Use	\$100.00 + any applicable Building Permit Fees

Transfer of Permit	\$100.00
Septic Classifications/Permits	
Application for a Class 2,3,4 & 5 Septic System	\$875.00
To Replace the tank or Bed only of a class 4 system /Addition / Renovation / Change of Use	\$450.00
Septic Review/Revision to permit/Site visit	\$250.00
Additional Fees as Required	
Permit Renewal	\$300.00 Flat Fee
Administration fee for entering permits in Cloudpermit on owner's/applicant's behalf	\$100.00
Revisions on plans	\$150.00
Additional Inspections	\$150.00
Re-Inspections over five (5) years	\$150.00 per inspection
Re-inspection fee (not ready)	\$150.00
Fee for Construction without a Permit, this is in addition to the building permit fee	Double Permit Fee
Posting an order	\$200.00/each
Outstanding Building Code Order against property	\$500.00/mthly
Register, Renew or Discharge an order on land title	\$800.00
Any fee incurred by the Municipality pertaining to conditional permits, unsafe building orders, occupancy, inspection of buildings subject to program as per the Building Code Act	Cost Recovery
Miscellaneous	
File Search for copies of Septic Systems	\$100.00
Severance/Lot Addition Applications	
Less than 10 acres (4.05 ha)	\$300.00
Greater than 10 acres (20.23 ha)	\$150.00
Subdivisions	
1 to 10 lots	\$300.00
Each lot over 10	\$150.00
<i>Pursuant to this Bylaw, the portion of the total calculated permit fees that may be refunded shall be a percentage of the total fees payable under this Bylaw, calculated as follows in regard to functions undertaken by the municipality.</i>	
<i>Refunds (no inspections made)</i>	
<i>80% if administrative functions only have been performed.</i>	
<i>45% if administrative and plans examination functions have been performed.</i>	
<i>35% if the permit has been issued and no field inspections have been conducted.</i>	
<i>No refund issued where field inspections have been conducted subsequent to permit issuance.</i>	
<i>No refund issued where the permit has been revoked in accordance with the Act, the Building Code or this Bylaw.</i>	
<i>Note: Notwithstanding the above, no refund shall be made of an amount less than \$150.00</i>	

Please see Building Bylaw #2026-

H- Planning Department

User Fees and Charges Schedules for Municipal Services and Activities



Schedule H - Planning Department:

Service	Fee/Charge
<i>Explanatory Note: Where an application has a number next to it, please review the corresponding number in the 'Notes' section of the schedule for further information.</i>	
Pre-consultation	
Pre-consultation prior to application submission: 1	\$450.00
Zoning By-law Amendments	
Major Zoning Bylaw Amendment Application 2:	\$3,450.00
Minor Zoning Bylaw Amendment Application 3:	\$1,200.00
Temporary Use Bylaw Application	\$1,200.00
Request to Lift Holding (H) Provision	\$750.00
Official Plan Amendments	
Major Local Official Plan Amendment 4	\$5,000.00
Minor Local Official Plan Amendment 5	\$2,000.00
Local Official Plan Amendment and Zoning Bylaw Amendment processed together	Official Plan Amendment Fee plus 50% of Zoning Bylaw Amendment Fee.
Site Plan Control Applications	
Major Commercial (over 600 sq. m.)	\$2,000.00 plus \$1.50 per sq. m
Minor Commercial (under 600 sq. m.)	\$1,500.00 plus \$1.50 per sq. m.
Standard Residential (1-2 units)	\$1,200.00
Major Amendment	50% of current application fee
Minor Amendment	\$500.00
Minor Amendment to Site Plan (no amendment to agreement)	\$500.00
Request to Waive Site Plan Control	\$500.00
Staff Review and Comments for Revised Plans (after first set of revisions)	\$500.00

Recirculation of Revised Plans to External Agencies for Comment	\$300.00
Minor Variance Applications	
Standard Minor Variance Application	\$1,200.00
Plans of Subdivision / Condominium / Consent	
Municipal Review of Plan of Subdivision / Condominium Application	\$2,000.00
Pre-consultation Comments for a Consent Application	\$650.00
Deeming Bylaw	\$500.00
Consent Administration Fee	\$350.00
Deeming Bylaw to Accompany Road Allowance Closure and Purchase	\$200.00
Agreements	
Subdivision Agreement	\$750.00
Severance Agreement	\$750.00
Encroachment Agreement / Licence of Occupation:	\$750.00
Responsibility Agreement	\$750.00
Legal Agreement (any type; administered by staff)	\$750.00
Renewal of Legal Agreement (at end of term of agreement)	\$500.00
Streamlined Encroachment Agreement for Docks (Short Term Rentals)	\$500.00
Renewal of Encroachment Agreement for Docks (Short Term Rentals)	\$300.00
Amend Agreement	\$500.00
Request to Remove Agreement from Title	\$250.00
Miscellaneous Fees	
Zoning and Building Compliance Letter	\$180.00
Zoning and Building Compliance Letter (Rush – 5 business days, subject to staff availability)	\$230.00
Municipal Comments for Third Party Application	\$100.00
Compliance with Legal Agreement Letter	\$180.00

Zoning Bylaw and Official Plan Print Copies	Costs only
Telecommunications Tower Review	\$1,000.00
Amendment to Application Requiring Re-circulation	\$300.00
Amendment to Application Not Requiring Re-circulation	\$100.00
Additional Staff Site Inspection	\$100.00
Additional Public Meeting or Open House	\$300.00
Staff review and reactivation of an application that has been deferred at the request of the applicant:	50% of the application fee if more than six (6) months have passed since applicant requested deferral.
Requests to Council that require the preparation of a staff report that are otherwise not outlined above 6	\$100.00
Closure and Purchase of Shore Road Allowance	
Non-Refundable Municipal Administration Fee	\$800.00
Cost for first 150 feet of frontage determined by plan of survey (to be submitted with municipal administration fee as a deposit)	\$4,000.00
Cost for additional frontage	\$20.00 per linear foot (as determined by plan of survey)
Legal, professional and survey fees	At applicants' expense
Closure and Purchase of Road Allowance	
Non-Refundable Municipal Administration Fee	\$800.00
Cost for Land	Set by appraisal
Legal, professional and survey fees	At applicants' expense
Deposits 7	
Peer Review	\$5,000.00
Professional Services	\$2,500.00
Legal Fees	\$750.00
Municipal Land Purchase Deposit	\$750.00
Ontario Land Tribunal 8	\$5,000.00
Note: Shore Road Allowance Closure and Purchase By-law #2024-56, Disposition of Municipal Land Policy By-law #2025-17, Solar Proposals By-law # 2024-55	
Refund Policy:	

If an application is withdrawn prior to its circulation, the applicant is entitled to 50% of the application fee. If an application is withdrawn after it has been circulated but prior to a public meeting being held, the applicant is be entitled to 25% of the application fee. If Council or staff has made a decision on a file, a refund will not be considered.

The following fees are not subject to refund:

-Pre-consultation fees

-Fees incurred for circulation, site visits, site inspections, or additional open houses

-Fees for staff reports or comments to 3rd parties

-Fees for any compliance letters or reports

Notes:

1 Pre-consultation:

Applications for zoning bylaw amendment, official plan amendment, site plan control, plan of subdivision or plan of condominium require the submission of a pre-consultation review to the municipality in advance of application submission. Pre-consultation is not required, but is strongly encouraged, for minor variance applications.

2 Major Zoning Bylaw Amendment:

A “Major” Zoning Bylaw amendment is a Zoning Bylaw amendment that (one or more may apply):

- i. Requires a major amendment to the Municipality’s Official Plan and/or an amendment to the County of Haliburton’s Official Plan;*
- ii. Requires extensive studies and/or consultation and collaboration with external agencies;*
- iii. Constitutes a change of use to permit new Commercial, Industrial, Extractive or Institutional uses;*
- iv. Constitutes a substantial increase in density (ie, accompanying an application for Plan of Condominium or Subdivision, conversion to medium or high density residential use from low density residential use.).*
- v. Constitutes a substantial increase in the development envelope or density for existing Commercial, Industrial, Extractive or Institutional uses.*

3 Minor Zoning Bylaw Amendment:

A “Minor” Zoning Bylaw amendment is a Zoning Bylaw amendment that:

- i. Applies to a single parcel or land for low density residential use, including the construction of an additional dwelling unit;*
- ii. Permits additional ancillary or accessory uses or structures that are compatible with the existing Zone designation and Official Plan policies;*
- iii. Permits minor increases in floor area, height, parking areas, etc., for existing Commercial, Industrial or Institutional uses;*
- iv. Clarifies existing zone boundaries through a professional evaluation (ie, a qualified professional providing revised environmental protection boundaries, hazard land boundaries, etc.).*

4 Major Official Plan Amendment:

A “Major” Official Plan amendment is an Official Plan amendment that (one or more may apply):

- i. Proposes a re-designation or change in land use for property(ies);*
- ii. Requires many changes to the policies and schedules of the Official Plan;*
- iii. Is more significant in scale and scope than a minor Official Plan amendment, and which may have greater impact or policy implications beyond the subject lands. Applications relating to more than one property would normally be in this category;*
- iv. A site-specific application representing a large scale development/redevelopment or a change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category; and,*
- v. An application that also requires an amendment to the County of Haliburton Official Plan.*

5 Minor Official Plan Amendment:

A “Minor” Official Plan amendment is an Official Plan amendment that:

- i. Proposes a small-scale exception to a specific Official Plan standard (e.g., minor changes to the number of permitted units; or to add a site-specific use limited in scale);*
- ii. Proposes a minor change to a specific policy that is limited in scope and typically to one property;*
- iii. Maintains the intent and purpose of the Official Plan; and,*
- iv. Shall have limited impact or policy implications beyond the subject lands.*

6 Requests to Council requiring a staff report:

Occasionally, landowners may request that the Municipality assist with planning processes or real property matters, such as permission to cross a one foot reserve, or that the Municipality take widening to a road to facilitate a lot merger. Where these requests require a planning staff report to provide context or advice alongside the proposal, a nominal fee may be charged to cover costs.

This fee does not apply to matters whereby Council has directed staff to bring a report for their consideration.

7 Deposits:

The Municipality may require the payment of deposits upon submission of any application.

Deposits may be applied to cover peer review fees, professional fees should the Municipality require the expertise or advice of a third party consultant (engineer, planner, surveyor, etc.), as well as any legal costs incurred. 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 to process an application exceeds the deposit, the applicant will be responsible for the additional costs and will pay such costs upon invoice by the Municipality.

8 Ontario Land Tribunal Appeal Deposit:

If Council supports an application and its decision on the application is appealed to Ontario Land Tribunal (OLT) by someone other than the applicant, the applicant will be responsible for all Municipal costs to defend the decision. These costs may include all planning fees, legal fees, engineering fees, fees of other professionals, disbursements, reproduction costs, telephone charges, facsimile charges, peer review fees and any other reasonable costs which may be incurred by the Municipality.

The applicant will submit a deposit to the Municipality, upon submission of the file to the Ontario Land Tribunal (OLT), and will enter into an agreement with the Municipality to fully cover Municipal expenses with regard to the appeal.

Additional funds may be requested 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.

I- Licencing

User Fees and Charges Schedules for Municipal Services and Activities



Schedule I - Licencing :

Service	Fee/Charge
Lottery Licence	3% of the value of the total prize to be awarded or 3% of total prize money to be awarded
Animal Licencing (By-law # 2024-57)	
Kennel Licence	\$100.00
Dog Licence-neutered/spayed	\$10.00
Dog Licence-intact	\$20.00
Business Licencing (By-law # 2015-04)	
Business Licence	\$250.00
Marriage Licencing (By-law # 2021-44)	
Marriage Licence	\$125.00 plus HST
Recreational Vehicle Licence (By-law # 2021-37)	
Recreational Vehicle Licence	\$300.00
Short Term Rental Licence (By-law # 2024-32)	
Short Term Rental Licence Fee (Annual)**	\$500.00
Inspection Fee (per occurrence)	\$150.00
Non-compliance Reinspection Fee	\$150.00
<i>The Non-Compliance Reinspection Fee is charged at the inspector's discretion in situations where a re-inspection is scheduled to address non-compliance and upon inspection, the inspector finds that the non-compliance has not been rectified to the satisfaction of the Municipality.</i> <i>**The Short Term Rental Licence Fee acts as an application fee and covers the cost of the licence if approved. Where an application is:</i> <i>a) Withdrawn prior to licence issuance; or,</i> <i>b) Licence application is denied,</i> <i>Applicants may request a 50% refund of the Licence fee.</i> <i>Licence applications withdrawn or denied after a staff site inspection has been completed are not eligible for refund.</i> <i>For fees associated with encroachment agreements (shoreline structures and docking), please see Schedule "H" for the Planning Department.</i>	

J - Administrative Penalties

User Fees and Charges Schedules for Municipal Services and Activities



Schedule J - Administrative Penalties:

Service	Fee/Charge
Recreational Vehicle Licence (By-law # 2021-37)	
Recreational Vehicle Licence By-law Violation	\$250.00
Short Term Rental Licence (By-law # 2024-32)	
Short Term Rental Licence By-law Violation	\$250.00
Municipal Accommodation Tax By-law (Bylaw # 2024-39)	
Municipal Accommodation Tax By-law Violation	\$250.00
Fireworks By-law (By-law # 2024-51)	
Fireworks By-law Violation	\$250.00