

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3357-25, as amended by By-law 3390-26

Being a By-law to establish the rates, fees and charges for various services provided by the municipality

WHEREAS subsection 5(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the "Municipal Act") requires that the powers of a municipality be exercised by its Council and subsection 5(3) requires that such powers be exercised by by-law including a capacity, right, power and privilege under section 9 unless specifically authorized to do otherwise;

AND WHEREAS Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities, for costs payable for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

AND WHEREAS Section 398 of the Municipal Act establishes that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, and provides that a Treasurer of a local municipality may add fees and charges imposed by the municipality under this Part to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes;

AND WHEREAS Section 69 of the *Planning Act*, R.S.O. 1990, c.P.13, provides that a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet the anticipated costs to the municipality or Committee of Adjustment in respect of processing each type of application provided for in the tariff.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Hanover hereby enacts as follows:

1. THAT the rates, fees and charges for various municipal services be established as shown in the Schedules attached hereto and forming part of this By-law.

Schedule 'A' - General Administration
Schedule 'B' - Cemetery
Schedule 'C' - Facilities & Services Rentals
Schedule 'D' - Recreation Programs
Schedule 'E' - Library
Schedule 'F' - Water and Sewage
Schedule 'G' - Garbage & Recycling
Schedule 'H' - Fire Department
Schedule 'I' - Building Department
Schedule 'J' - Planning and Development
Schedule 'K' - Licences (General)
Schedule 'L' - Animal Control
Schedule 'M' - Medical Clinic Locum Apartment

2. THAT the rates and fees as set forth in the Schedules attached hereto shall come into effect as of January 1, 2026.
3. THAT any By-laws inconsistent with this By-law are repealed in their entirety effective January 1, 2026.

4. THAT should any fee or charges authorized by this by-law remain unpaid and past due, as per Section 398(2) of the Municipal Act, staff is hereby authorized to add any such outstanding fees and charges to the applicable property for which all the owners are responsible for paying the fees and charges.
5. THAT By-law No. 3320-24, be hereby repealed in its entirety as of January 1, 2026.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 3rd day of November, 2025.



Susan Paterson, Mayor



Vicki McDonald, Clerk

Schedule A: General Administration

Fee	2026
Commissioner of Oaths	30.00
NSF / Returned Cheque / Pre-Authorized Payment	45.00
Photocopy and Printing	
Black and white, one-sided	0.40
Black and white, double-sided	0.50
Colored copies	1.50
Bills and Certificates	
Tax Certificate (incl. Water Certificate) per assessed property	75.00
Tax Certificate (incl. Water Certificate), less than 2 business days' notice	85.00
Water Certificate	20.00
Tax Statement or Water Statement (No charge if account is on pre-authorized payment plan)	22.00
Duplicate copy or reprint of Tax Bill or Water Bill	22.00
Tax Sale Administration Fee	Actual cost + 275.00
Tax Registration Administration Fee	Actual cost + 275.00
Freedom of Information	
Application Fee	5.00
Search, every 15 minutes	7.50
Record preparation, every 15 minutes	7.50
USB	10.00
Shipping	Cost Recovery

The Town of Hanover endeavors to be open and transparent in all matters and to disclose information to the public as permitted within the framework of the Municipal Freedom of Information and Protection of Privacy Act. As required under the Act, a minimum application fee of \$5.00 is required along with each access to information request. Any additional charges over and above the \$5.00 application fee may be charged at the discretion of the Clerk in accordance with the Current Rates and Fees By-law.

Schedule B: Cemetery

Fee	2026
Death Registration, Out of Town by Division Registrar	16.00
Plot Sales	
Single Adult Grave	
Grave Charge	601.80
Care & Maintenance (40%)	401.20
Total Cost – Adult Grave	1,003.00
Single Child (1 - 12 yr) Grave	
Grave Charge	601.80
Care & Maintenance (40%)	401.20
Total Cost – Child Grave	1,003.00
Infant (Under 1 yr) Grave	
Grave Charge	294.60
Care & Maintenance (40%)	196.40
Total Cost – Infant Grave	491.00
Single Cremation Plot	
Grave Charge	311.40
Care & Maintenance (40%)	207.60
Total Cost – Cremation Plot	519.00
Columbarium Niche Sales (includes first inurnment)	
Centre Columbarium Upper 3 Rows	
Niche charge	1,799.45
Care & Maintenance (15%)	317.55
Total Cost – Centre Columbarium Upper 3 Rows	2,117.00
Centre Columbarium 3 rd Row from Bottom	
Niche charge	1,705.10
Care & Maintenance (15%)	300.90
Total Cost – Centre Columbarium 3 rd Row from Bottom	2,006.00
Centre Columbarium 2 nd Row from Bottom	
Niche charge	1,610.75
Care & Maintenance (15%)	284.25
Total Cost – Centre Columbarium 2 nd Row from Bottom	1,895.00
Centre Columbarium Bottom Row	
Niche charge	1,514.70
Care & Maintenance (15%)	267.30
Total Cost – Centre Columbarium Bottom Row	1,782.00
Outer Columbarium Wall Upper Row	
Niche Charge	1,799.45
Care & Maintenance (15%)	317.55
Total Cost – Outer Columbarium Wall Upper Row	2,117.00
Outer Columbarium Wall 3 rd Row from Bottom	
Niche Charge	1,705.10
Care & Maintenance (15%)	300.90
Total Cost – Outer Columbarium Wall 3 rd Row from Bottom	2,006.00
Outer Columbarium Wall 2 nd Row from Bottom	
Niche Charge	1,610.75
Care & Maintenance (15%)	284.25
Total Cost – Outer Columbarium 2 nd Row from Bottom	1,895.00
Outer Columbarium Wall Bottom Row	
Niche Charge	1,514.70
Care & Maintenance (15%)	267.30
Total Cost – Outer Columbarium Bottom Row	1,782.00
Interment Charges	
Bereavement Authority of Ontario (BAO)	30.00

Consumer Protection Fee Disbursement	
Adult grave opening	1,091.00
Child (1 - 12 yr) grave opening	545.00
Infant (under 1 yr) grave opening	323.00
Cremation grave opening	545.00
Saturday and Staff Overtime Interments	1.5 x applicable interment charge
Statutory & Municipal Holidays (by order of The Medical Officer of Health only)	2 x applicable interment charge
Sunday Burials (by order of The Medical Officer of Health only)	2 x applicable interment charge
Columbarium Niche Inurnment - (2nd opening) Mon. to Fri.	380.00
Columbarium Niche Inurnment (1st opening) Saturday	1.5 x niche inurnment charge
Columbarium Niche Inurnment (2nd opening) Saturday	1.5 x niche inurnment charge
2 nd Set of ashes (ground and niche) interred at same opening	123.00
Miscellaneous Charges	
Engraving (Columbarium Niche door)	420.00
Disinterment (regular grave) - reburial charge extra	1,091.00
Disinterment (cremation grave) reburial charge extra	545.00
Disinterment (Niche) – reburial charge extra	380.00
Use of Storage Vault	243.00
Plot Transfer Fee	123.00
Administration Fee	123.00
Monument and Marker Fees	
Monument / Marker Permit Fee	21.00
Flat Marker over 172 sq. inches*	100.00
Upright Monument up to 4 ft in height or width*	200.00
Upright Monument over 4 ft in height or width*	400.00
Memorial Trees	
50 mm diameter in designated areas	See below
White Spruce	Cost recovery
Native Red Maple	Cost recovery
Silk Ivory Lilac	Cost recovery
Pine Oak	Cost recovery
Plaque on base stand	
Tree Plaque (5" X 8" aluminum with silver lettering)	300.00
Tree Plaque (5" X 8" cast with bronze lettering)	390.00
Benches (cost recovery)	
Red Granite (straight bench)	705.00
Grey Granite (straight bench)	705.00
Grey Granite (curved bench)	705.00
Foundation for bench	195.00
Freight	cost recovery
Bench Plaque (4" x 6" aluminum with silver lettering)	235.00
Bench Plaque (4" x 6" cast with bronze lettering)	270.00

* Ministry prescribed fee.

Schedule C: Facilities and Service Rentals

Fee	2026
P&H Centre Advertising	
Time Clock (2' x 6')	588.80
Time Clock (1' x 8')	588.80
Ice Surface Boards (4' x 8') Annual Cost	
3-sided viewing	869.90
2-sided viewing	615.30
P&H Centre Arena Floor	
Floor Only – Monday to Thursday – Daily Rate	883.10
Floor Only – Friday to Sunday – Daily Rate	993.70
Floor – Setup / Takedown – Daily Rate, Monday to Thursday	441.70
Floor – Setup / Takedown – Daily Rate, Friday to Sunday	496.80
Floor – Setup / Takedown days – Hourly Rate	55.20
Floor Only – Hourly Rate	110.30
Services – Setup / Takedown Labor per 100 seats (tables, chairs)	48.00
Services – Hydro Panels per Event	183.50
P&H Centre Ice	
Prime Time Hourly Sat/Sun 7:30am to 11:00pm Mon. to Fri. 4:30pm to 11:00pm Includes all Statutory Holidays	173.30
Prime Time Hourly, Last-Minute Booking (less than 72 hours prior to booking)	122.50
Statutory Holidays Hourly Prime time ice rate plus labour at double time Labour to be adjusted with annual wage increases	Prime ice plus double labour
Non-Prime Time Hourly Sun. to Fri. 11:00pm to 4:30pm Sat/Sun prior to 7:30am	139.90
Non-Prime Time Hourly, Last-Minute Booking (7 days or less), 50% of non-prime rate Sun. to Fri. 11:00pm to 4:30pm Sat/Sun prior to 7:30am	69.90
Shinny / Figure Skating Walk-Ins Per Hour Per person	40.90
Meeting Rooms	
15% block booking discount – 5 or more rooms, or arena floor rental	
Civic Centre – Saugeen Room – Hourly	52.30
Civic Centre – Saugeen Room – Daily	235.25
P&H Centre – Boardroom – Hourly	27.60
P&H Centre – Boardroom – Daily	124.20
P&H Centre – Boardroom: Hanover Volunteer Recreation and Culture Group Meetings	No Charge
P&H Centre – Auxiliary room – Hourly	Not available
P&H Centre – Auxiliary room – Daily	Not available
R.A.C. – Classroom – Hourly	Not available
R.A.C. – Classroom – Daily	Not available
R.A.C. – Lounge – Hourly	58.50
R.A.C. – Lounge – Daily	263.25
R.A.C. – Viewing Gallery – Hourly	66.80
Town of Hanover – Multi-Purpose Rooms	
Civic Centre – Community Hall – Hourly	77.10
Civic Centre – Community Hall – Daily	346.95
Civic Centre – Community Hall – HCP/GBS – Hourly	20.90
Civic Centre – Community Hall – HCP/GBS – Daily	156.50
P&H Centre – Lions Den – Hourly	83.80
P&H Centre – Lions Den – Daily	377.10

Facilities and Services Rental	
P&H Complex	
Full Rental – Arena Floor, Multi-Purpose Space, Boardroom, Lobby – Daily	1,704.90
Pool Rentals – Hourly (Plus required staff)	126.80
Pool Rentals – Wading Pool – Hourly	79.40
Pool – Non-Prime (after 10:00pm) – Hourly	97.50
Pool – Board of Education, Lessons – Hourly	109.50
Civic Centre – Theatre	
Community Theatre Rentals – Hourly (<i>No access to Community Hall</i>)	85.50
Community Theatre Rentals – Daily (<i>No access to Community Hall</i>)	384.55
Theatre and Community Hall – Combined Rental – Daily <i>Required for all public performances and productions</i>	552.50
Community Theatre – HCP/GBS – Hourly	21.25
Community Theatre – HCP/GBS – Daily	239.30
Theatre Lighting Operator – Per event, up to 4 hours	99.00
Each additional hour	24.00
Theatre Audio Operator – Per event, up to 4 hours	99.00
Each additional hour	24.00
Theatre Audio Operator – Professional Service Provider – Per event, up to 4 hours	163.80
Each additional hour	40.00
Grand Piano Rental <i>Grey Bruce Singers exempt from fee. HCP annual rental fee is calculated as 2x the rental fee.</i>	53.50
Equipment	
Overhead / Flipcharts – Daily	14.70
Volleyball Equipment – 1 set	40.00
Volleyball Equipment – 3 Sets	90.60
Photocopies (double-sided) per sheet	0.50
Photocopies: Colored copies, each side	1.50
Marquee (per week) NFP Only	25.00
Custodial Rate – Hourly	25.00
Ball Parks – Kinsman Ball Park / Agricultural Ball Park	
Lighted – Baseball Game – Hourly	57.80
Lighted – Fastball Game – Hourly	44.20
Non-Lighted Game – Hourly	38.90
Practices – Hourly	22.10
Practices – Per Team Per Season	230.80
Tournaments – Hourly	25.90
Tournaments – Daily Rate per Diamond	154.60
Tournaments – Agricultural Park Baseball – Hourly Non-Lit	31.40
Tournaments – Agricultural Park Baseball – Hourly Lighted	46.70
Tournaments – Agricultural Park Baseball – Daily Per Diamond	188.60
Tournaments (Attendant Option – Hourly)	40.90
Soccer Pitches – R.A. Crawford, Rail Lands, R C Fields	
Practices – Mini Pitches – Hourly	14.30
Practices – Mini Pitches – Seasonal	146.40
Practices – Major Pitches – Hourly	22.40
Practices – Major Pitches – Seasonal	233.10
Games – Mini Pitches at Rail Lands – Hourly	26.00
Games – Major Pitches at Rail Lands, RA Crawford – Hourly	39.20
Tournaments – Major Pitches – Hourly	26.00
Tournaments – Major Pitches – Per Pitch Daily	156.50
Tournaments – Mini Pitches – Hourly	17.80
Tournaments – Mini Pitches – Per Pitch Daily	106.50
Tournaments – Attendant Option – Hourly	38.80

Parks	
J Binkley / T Paterson Pavilion (Bar and Kitchen) – Daily	92.90
J Binkley / T Paterson Pavilion (Bar and Kitchen) – Per Tournament	179.95
Hanover Town Park – Centennial Pavilion – Hourly	30.50
Hanover Town Park – Centennial Pavilion – Daily	95.00
Heritage Square Damage Deposit – Per Event	100.00

Schedule D – Recreation Programs

Fee	2026
Aquatics – Admissions	
Preschool (4 years and under)	4.75
Student (5 – 17 years old)	5.75
Senior (65+)	6.25
Adult (18+)	7.25
Aquafit	8.50
Family (Same Household, Max. 5 Person)	15.75
Family Additional Person	4.25
Adult / Tot Swim (1 adult / 1 preschool)	7.25
1 Hour Public Swim	3.00
Aquatics – Swim Passes	
Preschool – 10 Visits (Admission x 9)	42.75
Preschool – 20 Visits (Admission x 17)	80.75
Student – 10 Visits (Admission x 9)	51.75
Student – 20 Visits (Admission x 17)	97.75
Senior – 10 Visit (Admission x 9)	56.25
Senior – 20 Visit (Admission x 17)	106.25
Adult – 10 Visit (Admission x 9)	65.25
Adult – 20 Visit (Admission x 17)	123.25
Aquafit – 10 Visit (Admission x 9)	76.50
Aquafit – 20 Visit (Admission x 17)	153.00
Family – 10 Visit (Admission x 9)	141.75
Family – 20 Visit (Admission x 17)	267.75
Aquatics – Swim Memberships	
Preschool – 6 Months (Admission x 30)	142.50
Preschool – Annual (Admission x 52)	247.00
Student – 6 Month (Admission x 30)	172.50
Student – Annual (Admission x 52)	299.00
Senior – 6 Month (Admission x 30)	187.50
Senior – Annual (Admission x 52)	325.00
Adult – 6 Month (Admission x 30)	217.50
Adult – Annual (Admission x 52)	377.00
Family – 6 Month (Admission x 30)	472.50
Family – Annual (Admission x 52)	819.00
Aquatics – Swim Lessons	
Tots (30 Minutes)	82.90
Preschool / Youth (30 Minutes)	90.50
Youth (45 Minutes)	92.90
Youth (60 Minutes)	113.80
Family Rate – First 2 children in highest swim level, full price. Third or more child in lesser valued lesson, half price.	½ price
Private – 1 Lesson (HST applied to adult lessons)	49.95
Private – 4 Lessons <i>Reduced from 5 lessons.</i>	149.85
Private – 8 Lessons	299.70
Semi-Private – 1 Lesson	41.60
Semi-Private – 4 Lessons <i>Reduced from 5 lessons.</i>	124.80
Semi-Private – 8 Lessons	249.60
Low Ratio Lessons (1:3 Ratio)	148.50
Stroke Correction	5.00
Advanced Courses – As per the established Advance Course calculation	
Aquatics – Children’s Programs – Summer Camps	
Fun Club – 5 Day Week	184.80

Fun Club – 4 Day Week	146.80
Fun Club Family Rate – 3 rd or more children	½ price
Aquatics – Children’s Programs – School Breaks	
PA Days, March Break, Christmas Break – Per Day	50.80
Family Rate – 3 rd or more children	½ price
Recreation Programs – Adult and Senior Recreation Programs	
Carpet Bowling – Drop-in Admission	3.00
Huff N Puff Hockey – Drop-in Admission	12.00
Huff N Puff Hockey – 10 Visit Pass (Admission x 9)	108.00
Chair Yoga – 6-week Session	***
Yoga – 6-week Session	***
Senior Games – Per Event	5.00

*** Course calculation formula implemented in 2021. Calculation includes instructor, facility, supplies, 5% administration and program break-even participation number.

Schedule E – Library

Fee	2026
Non-Resident Fee (Year)	85.00
Non-Resident Fee (3 Months)	30.00
Non-Resident Student Fee (Print Only)	10.00
Fines	
Overdue Fines (10.00 maximum per item)	
Book and Audio	0.35
Videos, Games, and Hotspots	1.50
Inert Library Loan	1.50
Bestsellers Books	1.50
Inter Library Loan (ILLO) not collected	5.00
Lost Materials (Except ILLO)	Average replacement cost
Damaged Materials (Except ILLO)	Repair or replace cost
Damage – Library Barcode Removed	2.00
Faxes	
Send or receive per page	1.00
Send or receive (5-9 pages)	Flat rate 5.00
Send or receive (10-12 pages)	Flat rate 6.00
Send or receive (13 pages or more)	0.50 per page
Photocopying / Printing	
Black and white single sided per sheet	0.40
Black and white double sided per sheet	0.50
Color per side	1.50
Scan to email	No charge
On synthetic – Never Tear per sheet	5.00
Equipment Rental	
Projection Screen Per Day	7.00
Slide Projector Per Day	10.00
LCD Projector (In House)	25.00
Other Services	
Obituary Lookup & Print (up to 5 pages)	30.00
Research (1 st half hour free)	30.00 per ½ hour
Exam Proctoring	100.00
Book repairs (in-house)	Minimum 10.00
Lost Card Replacement	5.00

Printing of resumes is charged as for any copying/printing. Free resume printing is available at the Family Y Employment Service. Prices for convenience services are set high so as not to compete with local businesses.

Schedule F – Water and Sewage

Fee	2026
In-Town Properties	
Water Service Charges – Monthly rate per unit	
Standard 5/8" x 3/4" (under 1") Meter	22.30
1" Meter	35.04
1 1/2" Meter	70.08
2" Meter	140.16
3" Meter	229.37
4" Meter	458.74
Metered water consumption (per cubic meter)	1.30
Fire Line Charges (Per Month)	
1" Water Main Connection	34.40
2" Water Main Connection	68.80
4" Water Main Connection	103.20
6" Water Main Connection	240.80
8" Water Main Connection	344.00
12" Water Main Connection	516.00
Basic Water Rate – annual charge per unit	535.20
Basic Sewage Rate – annual charge per unit	722.52
Sewage charge = % of total water charge	135%
Services Beyond Municipal Boundary	
Water Service Charges – Monthly rate per unit	
Standard 5/8" x 3/4" (under 1") Meter	44.60
1" Meter	70.08
1 1/2" Meter	140.16
2" Meter	280.32
3" Meter	458.74
4" Meter	917.48
Metered Water Consumption (per cubic meter)	2.60
Sewage Charge = % of total water charge	135%
Miscellaneous Charges	
Disposal of Sewage at Water Pollution Control Plant (More than 2% solids)	12.70/cu mtr. 20.00 min.
Penalty for Post-Due Account	5%
Testing for Water Meter Accuracy (at customer's request)	74.30
Water Meter	Cost recovery
Water / Sewer Hook-up Charges	Cost recovery
Water shut-off fee	74.30
Water Final Reading	44.60
Bulk Water Connection Fee (2x out of town flat rate fee)	89.20
Bulk Water Consumption Fee (per cubic meter) (Out of town consumption rate)	2.60

Schedule G – Garbage and Recycling

Fee	2026
Bag Tags (each)	2.50
Joint Landfill Fees	
Garbage – Per Tonne (12.00 min. charge)	148.00
Garbage – Per Tonne (Non-sorted)	296.00
Non-Hazardous Industrial Waste	296.00
Car Tires (Max. 10 free)	Free
Truck Tires (Max. 10 free)	Free
Appliances (With Freon Removed)	12.50
Spring Mattresses	22.00
Brusk / Wood (Over 2" Diameter) – Per Tonne	145.00

Schedule H – Fire Department

Fee	2026
False Alarms (after 2 avoidable within the calendar year)	MTO Rate
Fire Inspections (includes 1 follow-up inspection)	
Daycare, Family Services, Community Living Requests	121.50
Real Estate / Lawyer Request	
Single / Duplex – 1 to 2 Commercial Units	180.00
3 to 6 Units / 3 to 6 Commercial Units	232.00
Over 6 Units	344.00
3 rd and subsequent follow-up per inspection	232.00
Property File Search	133.00
Fire Permit (May 1 to September 30 Annually)	30.00
Fire Permit (January 1 to December 31 Annually)	50.00
Burning Without a Fire Permit	100.00
Burning During a Fire Ban	200.00
Fire Reports	150.00
Motor Vehicle Collision Fee	
Per unit, for first hour and each additional hour or part thereof	MTO Rate
Technical Rescues	
Swift Water, Ice Water, Confined Space, Rope Rescue, Property Search and Recovery <i>Includes staffing and equipment</i>	
First hour	600.00
Each additional hour of part of	600.00
Aerial Ladder – Outside of Mutual Aid <i>Includes staffing</i>	
First hour	600.00
Each additional hour of part of	600.00
Fire Apparatus Stand-By – Fire Scenes <i>Includes staffing and equipment</i>	
Per unit for first hour and each additional hour or part thereof	MTO Rate
Fire Apparatus Stand-By – Technical Specialties <i>Includes staffing and equipment</i>	
First hour	600.00
Each additional hour or part of	600.00
Drone – Outside of Mutual Aid <i>Includes staffing</i>	
First hour	200.00
Each additional hour of part of	200.00
S.C.B.A. Air Refills (each)	13.00
Smoke alarms	53.00
Fire Extinguisher Training (Per Person) Commercial Community Groups	19.00
Lock Box	155.00
Fire Response Fees – Indemnification Technology ® <i>Should an insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative</i>	Current MTO rate, plus any additional costs incurred by the Town of Hanover
Meeting Room Rental	
Training Room – Hourly	77.15
Training Room – Daily	347.16
Training Facility (Mezzanine) – Hourly	108.46
Training Facility (Mezzanine) – Daily	488.07
Laptop Rental <i>Only available for other fire department use</i>	10.00 / laptop / use

External Specialty Equipment Service Fee

On every occasion where vehicles, equipment and personnel of the Town of Hanover Fire Department responds to a call or incident in the Town of Hanover, Province of Ontario, or the County of Grey, where such call or incident involves retaining a private contractor, renting, leasing, or purchasing specialty equipment not normally on a fire apparatus, necessary to suppress or extinguish a fire, preserve property, prevent fire spread or otherwise eliminate an emergency; or for the purpose of determining the origin, cause, or circumstances of any fire or explosion, a fee shall be charged to the property owner's insurance company for payment of all costs incurred.

Schedule I – Building Department

Fee	2026
Construction, Demolition, Change of Use Permits, Inspections	
Building Permit <i>Residential single detached, semi-detached, triplex, fourplex, etc.</i>	8.00/1,000 or part thereof of estimated value of construction (min. fee 60.00)
New residential occupancies	2.25 per square foot
Commercial / Industrial / Institutional / All other uses	12.00/1,000 of part thereof of estimated valuation of construction (min. fee 100.00)
Demolition Permit	
Application for buildings 3,000 square feet and under	60.00
Application for buildings over 3,000 square feet	350.00
Accessory Building	100.00 + 0.30 per square foot
Agricultural Building	100.00 + 0.30 per square foot
All Wood Burning Systems (per application)	100.00
Plumbing Permit	100.00 per application + 8.00/fixture
Change of Use Permit	10.00/1,000 or part thereof of estimated valuation of construction (min. 60.00 fee even when no construction proposed)
Moving Permit (Per Application)	100.00
Transfer of Permit (Per Application)	250.00
Renew Permit – Residential <i>Single detached, Semi-detached, triplex and fourplex</i>	8.00/1,000 or part thereof of estimated value of construction (min. fee 60.00)
Conditional Permits	Same fee as for final permit required by this by-law
Tents, as regulated	60.00 per event per location
Temporary Patio Extension	200.00
Signs, as regulated	10.00/1,000 or part thereof of estimated valuation of construction (min. fee 60.00)
Mobile sign – 1 month	21.00
Mobile sign – 2 months	42.00
Replace Existing Municipal Water Service	25.00
Replace Existing Municipal Sanitary Sewer Service	25.00
Septic Review	150.00
Sewage System Permit for Class 2 & 3 (Each)	300.00
Sewage System Permit for Class 4 & 5	600.00

Replacement, Repair, or Alterations of Tank of Leaching Bed	400.00
Refunds – Based on Status of Permit Application	
Application filed – no processing or review of plans submitted	80%
Application filed – plans reviewed and permit issued	50%
Additional deduction for each field inspection that has been performed	10%
Permits valued at less than 100.00	Nil
Third Party Costs	Cost Recoverable

- A) An investigation fee of \$150 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee.
- B) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$8.00 per 1000.00 of construction value shall be charged for a building permit.
- C) Inspection only – no permit required, a fee of \$75.00 per hour shall be charged.
- D) Inspection requested and not ready, a fee of \$75.00 shall apply.
- E) Re-inspection Fee - \$75.00 – applied after two (2) inspections which a building permit mandatory inspection failed or deemed incomplete.
- F) Plans re-examination fee due to major plans resubmittal, a fee of \$75.00 shall apply.
- G) Where construction is commenced prior to the issuance of a building permit, the Chief Building Official may impose an increased permit fee, not exceeding double the amount that would otherwise have been payable.

- A) An investigation fee of \$150 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee.
- B) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$8.00 per 1000.00 of construction value shall be charged for a building permit.
- C) Inspection only – no permit required, a fee of \$75.00 per hour shall be charged.
- D) Inspection requested and not ready, a fee of \$75.00 shall apply.
- E) Re-inspection Fee - \$75.00 – applied after two (2) inspections which a building permit mandatory inspection failed or deemed incomplete.
- F) Plans re-examination fee due to major plans resubmittal, a fee of \$75.00 shall apply.

Schedule J – Planning, Development & Infrastructure

Fee	2026
Planning and Development	
Subdivision Agreement	7,420.00
Application for an Amendment to the Official Plan	2,645.00
Application for an Amendment to the Zoning By-Law	2,415.00
Joint Application for Amendment to the Official Plan and Zoning By-Law	3,680.00
Application for Consent	1,265.00
Change of Consent Conditions	715.00
Application for a Minor Variance – Setbacks / Lot Area	735.00
Application for a Minor Variance – All Other Variances	1,095.00
Application for Part Lot Control	460.00
Cash-in-Lieu of Parking (Per Parking Space)	920.00
Site Plan Control Fee – New Residential	2,990 plus 175/unit
Site Plan Control Fee – New Non-Residential	2,990 plus 3.50/m ²
Site Plan Control Fee – Residential Expansion	1,437.50 plus 175/unit
Site Plan Control Fee – Non-Residential Expansion	1,437.50 plus 3.50/m ²
Zoning Compliance Letter Per Assessed Property	106.00
Infrastructure	
Roads Occupancy Permit	100.00
Municipal Consent	100.00

Any fees associated with planning applications received by the Town of additional studies deemed necessary by the Town will be cost recoverable and will be charged to the applicant upon receipt.

Schedule K – Licenses (General)

Fee	2026
Lottery Licensing (% of Prize Value)	
Bingo – In Town Group	3.0%
Bingo – Out of Town Group	3.0%
Raffle – In Town Group	3%; minimum 15.00
Raffle – Out of Town Group	3%; minimum 25.00
Bazaar – In Town Group	3.0%
Bazaar – Out of Town Group	3.0%
Break Open Tickets – In Town Group	3% of prize value of each box 3000.00 max/calendar year
Break Open Tickets – Out of Town Group	3.0%
Marriage License	160.00
Taxicab License	
Taxicab Annual	205.00
Additional Taxicab Annual	155.00
Limousine Annual	310.00
Additional Limousine Annual	310.00
Driver / Agent (1 Year)	105.00
Renewal Driver (1 Year)	105.00
Broker Annual	515.00
Replacement Drivers' License	55.00
Replacement Tariff Card	31.00
Street / Outdoor Vending	
Mobile Canteen – By-law 2002-06-20-94	\$565.00 per vehicle/year
Refreshment Bicycles – By-law 1990-06-06-94	\$55.00 per bicycle/year
Hawkers & Peddlers – By-law 1998-06-06-94	\$565.00/year

Schedule L – Animal Control

Fee	2026
Cat Licenses (One-Time Charge)	
Cat – spayed / neutered	34.00
Cat – unspayed / unneutered	45.00
Tag replacement	11.50
Dog Licenses – Annually Before March 31	
First dog – spayed / neutered	22.00
Additional dog – spayed / neutered	33.00
First dog – unspayed / unneutered	33.00
Additional Dog – unspayed / unneutered	45.00
Kennel License	136.00
Tag Replacement	11.50
Dog Licenses – Late Payment Charge <i>Additional fee per dog/tag after March 31st</i>	11.50
Kennel License – Late Payment Charge <i>Additional fee after March 31st</i>	36.00

Refer to Animal Control By-Law no. 2819-13 for Set Fines under Part 1 of the Provincial Offences Act.

Schedule M – Medical Clinic Locum Apartment

Fee	2026
Doctor Rate	
Daily	67.00
Monthly	1,190.00
Minimum Charge <i>2-night minimum required Fri & Sat bookings only</i>	134.00
Medical Student Rate	
Daily	67.00
Monthly	775.00
Minimum Charge <i>2-night minimum required Fri & Sat bookings only</i>	134.00