

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3290-23

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

WHEREAS pursuant to Section 391 (1) of the *Municipal Act 2001*, Chapter 25, as amended, a council of a municipality may pass by-laws imposing fees or charges 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 pursuant to Section 69 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, a council of a municipality may pass a by-law to 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 and fees 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, 2024.
3. **THAT** any By-laws inconsistent with this By-law are repealed in their entirety effective January 1, 2024.
4. **THAT** should any fee or charges authorized by this by-law remain unpaid and past due, as per S.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. 3251-23, be hereby repealed in its entirety as of January 1, 2024.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 18th day of December, 2023.


Susan Paterson, Mayor


Vicki McDonald, Clerk

General Administration	Fee	Tax
Commissioner of Oaths	20.00	*
NSF/Returned Cheque/Pre-Authorized Payment (no charge if 1st returned payment in 12 month period)	40.00	n/a
Photocopier Fees (for municipal documents only)		
Black and White, (one-sided) per sheet	.25	*
Black and White (double-sided) per sheet	.35	*
Coloured copies (each side)	1.00	*
Tax Certificate (incl. Water Certificate) per assessed property	60.00	n/a
Tax Certificate (incl. Water Certificate) Rush less than 2 business days' notice	80.00	n/a
Water Certificate only	15.00	n/a
Tax Statement or Water Statement (no charge if account is on pre-authorized payment plan)	15.00	n/a
Duplicate copy or reprint of Tax Bill or Water Bill	15.00	n/a
Tax Sale Administration Fee	Actual costs + \$250.00	n/a
Tax Registration Administration Fee	Actual costs + \$250.00	n/a
FREEDOM OF INFORMATION		
Application Fee	5.00	n/a
Search	7.50 /quarter hr.	*
Record Prep	7.50 /quarter hr.	*
CD/USB	10.00	*
Photocopies	0.20	*
Other (e.g. Shipping)	Cost Recovery	n/a

The Town of Hanover endeavours 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.

Cemetery	Fee	Tax
Death Registration, Out of Town by Division Registrar	15.00	n/a
Plot Sales		
Single Adult Grave		
Grave Charge	562.00	**
Care & Maintenance (40%)	374.00	**
Total Cost – Adult Grave	936.00	**
Single Child (1 - 12 yr) Grave		
Grave Charge	562.00	**
Care & Maintenance (40%)	374.00	**
Total Cost – Child Grave	936.00	**
Infant (Under 1 yr) Grave		
Grave Charge	275.00	**
Care & Maintenance (40%)	183.00	**
Total Cost – Infant Grave	458.00	**
Single Cremation Plot		
Grave Charge	291.00	**
Care & Maintenance (40%)	193.00	**
Total Cost – Cremation Plot	484.00	**
Columbarium Niche Sales (includes first inurnment)		
Centre Columbarium Upper 3 Rows		
Niche charge	1680.00	**
Care & Maintenance (15%)	296.00	**
Total Cost – Centre Columbarium Upper 3 Rows	1976.00	**
Centre Columbarium 3 rd Row from Bottom		
Niche charge	1592.00	**
Care & Maintenance (15%)	280.00	**
Total Cost – Centre Columbarium 3 rd Row from Bottom	1872.00	**
Centre Columbarium 2 nd Row from Bottom		
Niche charge	1503.00	**
Care & Maintenance (15%)	265.00	**
Total Cost – Centre Columbarium 2 nd Row from Bottom	1768.00	**
Centre Columbarium Bottom Row		
Niche charge	1415.00	**
Care & Maintenance (15%)	249.00	**
Total Cost – Centre Columbarium Bottom Row	1664.00	**
Outer Columbarium Wall Upper Row		
Niche Charge	1680.00	**
Care & Maintenance (15%)	296.00	**
Total Cost – Outer Columbarium Wall Upper Row	1976.00	**
Outer Columbarium Wall 3 rd Row from Bottom		
Niche Charge	1592.00	**
Care & Maintenance (15%)	280.00	**
Total Cost – Outer Columbarium Wall 3 rd Row from Bottom	1872.00	**
Outer Columbarium Wall 2 nd Row from Bottom		
Niche Charge	1503.00	**
Care & Maintenance (15%)	265.00	**
Total Cost – Outer Columbarium 2 nd Row from Bottom	1768.00	**
Outer Columbarium Wall Bottom Row		
Niche Charge	1415.00	**
Care & Maintenance (15%)	249.00	**
Total Cost – Outer Columbarium Bottom Row	1664.00	**
Interment Charges		
Bereavement Authority of Ontario (BAO)	30.00	n/a
Consumer Protection Fee Disbursement		
Adult grave opening	1,019.00	**
Child (1 - 12 yr) grave opening	509.00	**

Cemetery	Fee	Tax
Infant (under 1 yr) grave opening	301.00	**
Cremation grave opening	509.00	**
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.	353.00	**
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	114.00	**
Miscellaneous Charges		
Engraving (Columbarium Niche door)	405.00	**
Disinterment (regular grave) - reburial charge extra	1019.00	**
Disinterment (cremation grave) reburial charge extra	509.00	**
Disinterment (Niche) – reburial charge extra	353.00	**
Use of Storage Vault	225.00	**
Plot Transfer Fee	114.00	**
Administration Fee	114.00	**
Monument/Marker		**
Monument / Marker Permit Fee	19.00	**
Flat Marker over 172 sq. inches (Ministry Prescribed Fee)	100.00	**
Upright Monument up to 4 ft in height or width (Ministry Prescribed Fee)	200.00	**
Upright Monument over 4 ft in height or width (Ministry Prescribed Fee)	400.00	**
Memorial Trees		**
50 mm diameter in designated areas	See below	**
White Spruce	TBD	**
Native Red Maple	TBD	**
Silk Ivory Lilac	TBD	**
Pine Oak	TBD	**
Plaque on base stand		**
Tree Plaque (5" X 8" aluminum with silver lettering)	285.00	**
Tree Plaque (5" X 8" cast with bronze lettering)	375.00	**
Benches (cost recovery)		**
Red Granite (straight bench)	675.00	**
Grey Granite (straight bench)	675.00	**
Grey Granite (curved bench)	675.00	**
Foundation for bench	185.00	**
Freight	cost recovery	**
Bench Plaque (4" x 6" aluminum with silver lettering)	225.00	**
Bench Plaque (4" x 6" cast with bronze lettering)	260.00	**

Facilities & Services Rentals	Fee	Tax
Where no discounts already apply, All Youth Organizations receive 30% discount on facilities rentals All Non-Profit Organizations receive 25% discount on facilities rentals		
P & H Centre – Advertising		
Time Clock (2' x 6')	555.00	**
Time Clock (1' x 8')	555.00	**
Ice Surface Boards (4' x 8') Per Year Costs		
(3-sided viewing)	820.00	
(2-sided viewing)	580.00	**
P & H Centre – Arena Floor		
Floor Only - Monday to Thursday – Daily Rate	840.60	**
Floor Only - Friday to Sunday – Daily Rate	945.80	**
Floor - Setup / Takedown – Daily Rate, Monday to Thursday	420.40	**
Floor - Setup / Takedown – Daily Rate, Friday to Sunday	472.90	**
Floor - Setup / Takedown days - Hourly Rate	52.50	**
Floor Only - Hourly Rate	105.00	**
Services - Set up/Tear down Labour per 100 seating (tables & chairs)	45.75	**
Services - Hydro Panels Per Event	174.70	**
P & H Centre - Ice		
Prime Time Hourly- (Sat/Sun 7:30 am to 11:00 pm and Mon. to Fri. 4:30 to 11:00 pm, plus all Statutory Holidays)	160.20	**
Prime Time Hourly- Last minute booking, less than 72 hours prior to booking (Sat/Sun 7:30 am to 11:00 pm and Mon to Fri 4:30 to 11:00 pm, plus all Statutory Holidays)	115.45	**
Statutory Holidays Hourly (Prime Time Ice Rate plus Labour at double time; labour to be adjusted with wage increases)	calculated as per left	**
Non-Prime Hourly (11:00 pm to 4:30 pm. daily from Sunday to Friday, and prior to 7:30 am. Saturday and Sunday, pending building open / close hours)	131.90	**
Non-Prime Hourly, 7 days or less of booking date, 50% of non-prime rate (11:00 pm to 4:30 pm. daily from Sunday to Friday, and prior to 7:30 am. Saturday and Sunday, pending building open / close hours)	67.40	**
Shinny/Figure Skating Walk-Ins Per Hour (note 2015 rate pp – per person)	38.60	**
Town of Hanover – Meeting Rooms		
15% block booking discount – 5 or more room or arena floor rentals		
Civic Centre - Saugeen Room - hourly	49.30	**
Civic Centre – Saugeen Room – daily	221.75	
P & H Centre – Boardroom – hourly	26.00	**
P & H Centre – Boardroom - daily	117.00	
R.A.C. - Classroom: Hanover Volunteer Recreation & Culture Group Meetings	N/C	
P&H Centre – Auxiliary room – hourly	38.60	**
P&H Centre – Auxiliary room - daily	173.75	
R.A.C. - Classroom – hourly	47.30	**
R.A.C. – Classroom - daily	212.80	
R.A.C. – Lounge – hourly	55.10	**
R.A.C. – Lounge - daily	248.25	
R.A.C. - Viewing Gallery - hourly	63.00	**
Town of Hanover – Multi-Purpose Rooms		
Civic Centre - Community Hall – hourly	72.70	**
Civic Centre - Community Hall - daily	327.30	
Civic Centre - Community Hall – HCP/GBS – hourly	19.65	**
Civic Centre - Community Hall – HCP/GBS – daily	147.50	
P & H Centre - Lions Den – hourly	79.00	**
P & H Centre - Lions Den - daily	359.60	

Facilities & Services Rentals	Fee	Tax
P & H Complex		
Full Rental - Arena Floor, Multi-Purpose Space, Boardroom, Lobby- daily	1607.05	**
Pool Rentals - hourly (plus req'd staff)	119.50	**
Pool Rentals - Wading Pool - hourly	74.80	**
Pool - Non-Prime (after 10:00 p.m.) - hourly	91.95	**
Pool - Board of Education (lessons) - hourly	103.25	**
Facilities & Services Rentals		
Civic Centre – Theatre		
Community Theatre Rentals – hourly (<i>no access to Community Hall</i>)	79.05	**
Community Theatre Rentals – daily (<i>no access to Community Hall</i>)	355.55	
Theatre & Community Hall - Combined Rental – daily <i>Required for all public performances and productions</i>	510.85	**
Community Theatre – HCP/GBS– hourly	19.65	**
Community Theatre – HCP/GBS – daily	221.25	
Theatre Lighting Operator – per event up to 4 hours	86.60	
Each hour thereafter	21.65	**
Theatre Audio Operator – per event up to 4 hours	86.60	
Each hour thereafter	21.65	**
Theatre Audio Operator – professional service provider per event up to 4 hours	144.00	
Each hour thereafter	36.00	**
Grand Piano Rental (<i>Grey Bruce Singers Exempt as donated piano to Town</i>)	52.00	**
Equipment		
Overhead/Flipcharts – daily	13.85	**
Volleyball Equipment - 1 set	37.70	**
Volleyball Equipment - 3 sets	85.40	**
Photocopies: Community Groups - YOUTH (8.5 x 11")	0.20	**
Photocopies: Community Groups - ADULT (8.5 X 11")	0.25	**
Photocopies: Private Groups (8.5 x 11")	0.40	**
Photocopies: (8.5 x 14") per copy	Add .02 cents	**
Photocopies (two-sided) per copy	Add .05 cents	**
Marquee (per events listing/marquee side)	29.40	**
Equipment & Operator - hourly	102.25	**
Ball Parks - Kinsmen Ball Park/Agricultural Ball Park		
Lighted - Baseball Games – hourly	54.50	**
Lighted - Fastball Games – hourly	41.70	**
Non-Lighted Games – hourly	36.70	**
Practices – hourly	20.90	
Practices- per team per season	217.60	**
Tournaments - Hourly Rate	24.35	
Tournaments -Daily Rate /per diamond	145.75	**
Tournaments (Agricultural Park Baseball) hourly non-lit	29.65	
Tournaments (Agric. Park Baseball) hourly lighted	44.00	
Tournaments (Agric. Park Baseball) – daily per diamond	177.75	**
Tournaments (Attendant Option - hourly)	38.60	**
Soccer Pitches – R.A. Crawford, Rail Lands and R C Fields		
Practices - Mini Pitches – hourly	13.50	
Practices – Mini Pitches - seasonally	138.00	**
Practices - Major Pitches – hourly	21.10	
Practices – Major Pitches - seasonally	219.75	**
Games - Mini Pitches @ Rail Lands – hourly	24.55	**
Games - Major Pitches @ Rail Lands, RA Crawford - hourly	37.00	**
Tournaments - Major Pitches – hourly	24.55	
Tournaments – Major Pitches – per pitch daily	147.50	**
Tournaments - Mini Pitches - hourly	16.75	
Tournaments – Mini Pitches – per pitch daily	100.35	**
Tournaments - Attendant Option - hourly	38.60	**

Hanover Town Park - Campground (12 serviced sites)	Fee	Tax
Facilities & Services Rentals		
Parks		
Group Camping – 1 night	232.65	**
Group Camping – 2 nights	395.50	**
Group Camping – 3 nights	560.80	**
J Binkley/T Paterson Pavilion (Bar and Kitchen) – daily	90.20	**
J Binkley/T Paterson Pavilion (Bar and Kitchen) – per tournament	174.70	
Hanover Town Park - Centennial Pavilion – hourly	28.75	**
Hanover Town Park – Centennial Pavilion - daily	89.55	
Heritage Square Damage Deposit – per event	100.00	**

Recreation Programs	Fee	Tax
Aquatics Admissions		
Preschool (4 yrs. & under)	4.25	*
Student (5 - 17 yrs.)	5.25	*
Senior (65 yrs. and older)	5.75	*
Adult (18 yrs & over)	6.50	*
Aquafit	7.75	*
Family (same household maximum 5 person)	13.25	*
Family Additional Persons	3.50	*
Adult /Tot Swims (1 adult/1 preschool)	6.50	*
1 Hour Public Swim	3.00	*
Swim Passes		
Preschool - 10 Visit (Admission X 8.5)	36.15	*
Preschool - 20 Visit (Admission X 16)	68.00	*
Student - 10 Visit (Admission X 8.5)	44.65	*
Student - 20 Visit (Admission X 16)	84.00	*
Senior - 10 Visit (Admission X 8.5)	48.90	*
Senior - 20 Visit (Admission X 16)	92.00	*
Adult - 10 Visit (Admission X 8.5)	55.25	*
Adult - 20 Visit (Admission X 16)	104.00	*
Aquafit - 10 Visit (Admission X 9)	69.75	*
Aquafit - 20 Visit (Admission X 18)	139.50	*
Family - 10 Visit (Admission X 8.5)	112.65	*
Family - 20 Visit (Admission X 16)	212.00	*
Swim Memberships		
Preschool - 6 Month	106.20	**
Preschool - Annual	171.80	**
Student - 6 Month	163.90	**
Student - Annual	260.95	**
Senior - 6 Month	163.90	**
Senior - Annual	260.95	**
Adult - 6 Month	203.30	**
Adult - Annual	340.90	**
Family - 6 Month	351.50	**
Family - Annual	571.75	**
Swim Lessons		
Tots (30 Minutes)	78.10	n/a
Preschool/Youth (30 Minutes)	85.30	n/a
Youth (45 Minutes)	87.60	n/a
Youth (60 Minutes)	107.30	n/a
Family Rate - First 2 Children in highest swim level, full price. Third or more children in lesser valued lesson, half price.	½ price	n/a
Private - 1 Lessons *(HST applied to adult lessons)	47.10	n/a
Private - 5 Lessons	188.40	n/a
Private – 9 Lessons	282.60	n/a
Semi-Private - 1 Lessons	39.20	n/a
Semi-Private -5 Lessons	156.80	n/a
Semi-Private - 9 Lessons	235.20	n/a
** New Low Ratio Lessons (1:3 ratio)	140.00	n/a
Advanced Courses – As per the established Advanced Course calculation		
Children's Programs – Summer Camps		
Fun Club - 5 Day Week	179.40	n/a
Fun Club - 4 Day Week	142.50	n/a
Fun Club Family Rate - 3rd or more children	½ price	n/a

Recreation Programs	Fee	Tax
School Breaks		
PA Days, March Break, Christmas Break - per day	48.40	n/a
Family Rate - 3rd or more Children	½ price	n/a
General – Adult & Senior Recreation Programs *		
Carpet Bowling – drop in admission	3.00	*
Huff N Puff Hockey – drop in admission	12.00	*
Puff - 10 visit pass (Admission x9)	108.00	*
Chair Yoga – 6-week session	***See below	**
Yoga – 6-week session	***See below	**
Senior Games – per event	5.00	*

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

Library	Fee	Tax
Non-Resident Fee (year)	75.00	n/a
Non-Resident Fee (3 months)	25.00	n/a
Non-Resident Student Fee (print only)	10.00	n/a
Overdue Fines (10.00 maximum per item)		
Books & Audio	0.30	n/a
Videos & Games, Hotspots	1.50	n/a
Bestsellers Books	1.50	n/a
Inter Library Loan (ILLO) not collected	5.00	n/a
Lost Materials (except ILLO)	Average Replace Price	n/a
Damaged Materials (except ILLO)	Repair or Replace Cost	*
Damage – Library Barcode Removed	\$2.00	*
Obituary Lookup & Print (up to 5 pages)	20.00	n/a
Research (1st half hour free)	20.00 per ½ hr.	n/a
Exam Proctoring – Non Residents	50.00	n/a
Residents / Members in good standing	25.00	n/a
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	*
Photocopies / Printing		
B&W single sided per sheet	0.30	*
B&W double sided per sheet	0.40	*
Colour per side	1.25	*
Colour less than ½ page	0.75	*
Scan to email	n/c	
On Synthetic – Never Tear per sheet	1.00	*
Book Repairs (in house)	Minimum 5.00	n/a
Rental - Projection Screen per day	7.00	*
Rental - Slide Projector per day	10.00	*
Rental - LCD Projector (in house)	25.00	*
Rental - Flip Chart	5.00	*
Flip Chart Paper - per 5 pages	1.00	*
Lost Card Replacement Fine	3.00	n/a

Note – 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.

Water and Sewage	Fee	Tax
In-Town Properties		
Water Service Charges - Monthly rate per unit		
Standard 5/8" x 3/4" (under 1") Meter	18.50	n/a
1" Meter	29.07	n/a
1 1/2" Meter	58.14	n/a
2" Meter	116.28	n/a
3" Meter	190.29	n/a
4" Meter	380.58	n/a
Metered Water Consumption (per cubic meter)	1.15	n/a
Fire Line Charges (per month)		
1" Water Main Connection	28.50	n/a
2" Water Main Connection	57.00	n/a
4" Water Main Connection	85.50	n/a
6" Water Main Connection	199.50	n/a
8" Water Main Connection	285.00	n/a
12" Water Main Connection	427.50	n/a
Basic Water Rate - annual charge per unit (Comm. properties without meters)	444.00	n/a
Basic Sewage Rate - annual charge per unit (Res. properties without meters)	599.40	n/a
Sewage Charge - % of total water charge	135%	n/a
Services Beyond Municipal Boundary		
Water Service Charges - Monthly rate per unit		
Standard 5/8" x 3/4" (under 1") Meter	37.00	n/a
1" Meter	58.14	n/a
1 1/2" Meter	116.28	n/a
2" Meter	232.56	n/a
3" Meter	380.58	n/a
4" Meter	761.16	n/a
Metered Water Consumption (per cubic meter)	2.30	n/a
Sewage Charge	135%	n/a
Miscellaneous Charges		
Disposal of sewage at Water Pollution Control Plant (more than 2% solids)	\$10.50/cu mtr 20.00 Minimum	n/a
Filling of permanent fixture swimming pools (not seasonal blow-up) (topping up pools will not be exempt)	Exempt from sewage Charge	n/a
Penalty for past-due account	5%	n/a
Testing for Water Meter Accuracy (at customer's request)	61.70	**
Water Meter	Cost recovery	**
Water/Sewer Hook-up charges	Cost recovery	**
Water Shut-off fee	61.70	**
Water Final Reading	37.00	n/a
Bulk Water Connection Fee (2 x out of town flat rate fee)	74.00	n/a
Bulk Water Consumption Fee (per cubic meter) (out of town consumption rate)	2.30	n/a

Garbage & Recycling	Fee	Tax
Recycling Boxes	15.00	**
Bag Tags (each)	2.50	n/a
Joint Landfill Fees		
Garbage - Per Tonne (10.00 min. charge)	140.00	n/a
Garbage - Per Tonne - (Non-Sorted)	280.00	n/a
Non-Hazardous Industrial Waste	280.00	n/a
Car Tires (max. 10 free)	Free	n/a
Truck Tires (max. 10 free)	Free	n/a
Appliances (with freon removed)	12.00	n/a
Spring Mattresses	21.00	n/a
Brush/Wood (over 2" diameter) – Per Tonne	140.00	n/a

Fire Department	Fee	Tax
False Alarms (after 2 avoidable within the calendar year)	MTO Rate	n/a
Fire Inspections (includes 1 follow-up inspection)		
Daycare, Family Services, Community Living Requests	115.00	n/a
Real Estate/Lawyer Requests		
Single/Duplex / 1 to 2 commercial units	170.00	n/a
3 to 6 Units / 3 to 6 commercial units	220.00	n/a
Over 6 Units	325.00	n/a
3rd and subsequent follow-up per inspection	220.00	n/a
Property File Search	125.00	n/a
Fire Permit (May 1 to September 30 annually)	30.00	n/a
Fire Permit (January 1 to December 31 annually)	50.00	n/a
Burning without a fire permit	100.00	n/a
Burning during a fire ban	200.00	n/a
Fire Reports	140.00	n/a
Motor Vehicle Collision Fees		
per unit for first hour and each add'l hour or part thereof	MTO Rate	n/a
Technical Rescues		
Swift Water, Ice Water, Confined Space, Rope Rescue, Property Search and Recovery (includes staffing and equipment)		
first hour	600.00	n/a
each additional hour or part of	600.00	n/a
Aerial Ladder – (outside of Mutual Aid – includes staffing)		
first hour	600.00	n/a
each additional hour or part of	600.00	n/a
Fire Apparatus Stand-by – Fire Scenes (includes staffing & equipment)		
per unit for first hour and each add'l hour or part thereof	MTO Rate	n/a
Fire Apparatus Stand-by – Technical Specialties (includes staffing & equipment)		
first hour	600.00	n/a
each additional hour or part of	600.00	n/a
Drone – (outside of mutual aid – includes staffing)		
first hour	200.00	n/a
each additional hour or part of	200.00	n/a
S.C.B.A. Air Refills (each)	12.00	n/a
Smoke Alarms	50.00	n/a
Fire Extinguisher Training (per person) – Commercial	18.00	n/a
Community Groups		
Lock Box	145.00	n/a

Fire Department	Fee	Tax
Fire Response Fees – Indemnification Technology® 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	Current MTO Rates, plus any add'l costs to the Town of Hanover	n/a
Meeting Room Rental		
part day	55.00	n/a
full day	105.00	n/a

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.

Building Department	Fee	Tax
Construction/Demolition/Change of Use Permits & Inspections		
Building Permit (Residential Single Detached, Semi-detached, triplex, fourplex, etc.)	8.00/1,000 or part thereof of estimated value of construction (min. fee 60.00)	n/a
New residential occupancies	2.25 per square foot	n/a
Commercial/Industrial/Institutional/All Other Uses	12.00/1,000 or part thereof of estimated valuation of construction (min. fee 100.00)	n/a
Demolition Permit		
Application for buildings 3,000 square feet and under	60.00	n/a
Application for buildings over 3,000 square feet	350.00	n/a
All Wood Burning Systems (per application)	100.00	n/a
Plumbing Permit	100.00 per application + 8.00/fixture	n/a
Change of Use Permit	10.00/1,000 or part thereof of estimated valuation of construction (min. fee 60.00 even when no construction proposed)	n/a
Moving Permit (per application)	100.00	n/a
Transfer of Permit (per application)	250.00	n/a
Renew Permit - Residential - Single detached, Semi-detached, triplex and fourplex	8.00/1,000 or part thereof of estimated value of construction (min. fee 60.00)	n/a
Renew Permit - Commercial/Industrial/Institutional/All Other Uses	12.00/1,000 or part thereof of estimated valuation of construction (min. fee 100.00)	n/a
Conditional Permits	Same fee as for final permit required by this by-law	n/a

Building Department	Fee	Tax
Tents, as regulated	60.00 per event per location	n/a
Temporary Patio Extension	200.00	n/a
Signs, as regulated	10.00/1,000 or part thereof of estimated valuation of construction (min. fee 60.00)	n/a
Cost of sign up to 1,000.00 - minimum charge	20.00	n/a
Cost of sign over 1,000.00	5.00/1,000 or part thereof of estimated valuation of construction	n/a
Mobile Sign – 1 month	21.00	n/a
Mobile Sign – 2 months	42.00	n/a
Replace Existing Municipal Water Service	25.00	n/a
Replace Existing Municipal Sanitary Sewer Services	25.00	n/a
Sewage System Permit for Class 1	N/C	n/a
Sewage System Permit for Class 2 & 3 (each)	50.00	n/a
Sewage System Permit for Class 4 & 5	350.00 for new or replacement systems up to 4000L plus 0.10/L over 4000L to a maximum of 10,000L	n/a
Replacement, Repair, or Alterations of Tank of Leaching Bed	100.00 plus 25.00/1,000 of estimated cost for repair or alteration	n/a
Refunds - based on Status of Permit Application		
Application filed - no processing or review of plans submitted	80%	n/a
Application filed - Plans reviewed and permit issued	50%	n/a
Additional deduction for each field inspection that has been performed	10%	n/a
Permits valued at less than 100.00	NIL	n/a

- 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.

Planning and Development	Fee	Tax
Subdivision Agreement	6,240.00	n/a
Application for an Amendment to the Official Plan	2,200.00	n/a
Application for an Amendment to the Zoning By-Law	2,000.00	n/a
Joint Application for Amendment to the Official Plan & Zoning By-Law	3,100.00	n/a
Application for Consent	1,050.00	n/a
Change of Consent Conditions	600.00	n/a
Application for a Minor Variance		
- variance for setbacks/lot area	600.00	n/a
- all other variances	900.00	n/a
Application for Part Lot Control	300.00	n/a
Cash-in-Lieu of Parking (per parking space)	750.00	n/a
Comprehensive Zoning By-Law Copy	35.00 plus shipping	n/a
Official Plan Copy	25.00 plus shipping	n/a
Site Plan Control Fee - New Residential	2,500 plus 150/unit	n/a
Site Plan Control Fee - New Non-Residential	2,500 plus 3.05/m2	n/a
Site Plan Control Fee - Residential Expansion	1,200 plus 150/unit	n/a
Site Plan Control Fee - Non-Residential Expansion	1,200 plus 3.05/m2	n/a
Zoning Compliance Letter per assessed property	89.00	n/a

A) Any fees associated with planning applications received by the town will be cost recoverable and will be charged to the applicant upon receipt.

Licences – General	Fee	Tax
Lottery Licencing (% of prize value)		
Bingo - In Town group	3.0%	n/a
Bingo - Out of Town group	3.0%	n/a
Raffle - In Town group	3%; minimum 15.00	n/a
Raffle - Out of Town group	3%; minimum 25.00	n/a
Bazaar - In Town group	3.0%	n/a
Bazaar - Out of Town group	3.0%	n/a
Break Open Tickets - In Town group	3% of prize value of each box 3000.00 max/calendar year	n/a
Break Open Tickets - Out of Town group	3.0%	n/a
Marriage Licence	155.00	n/a
Taxicab Licence		
Taxicab Annually	200.00	n/a
Additional Taxicab Annually	150.00	n/a
Limousine Annually	300.00	n/a
Additional Limousine Annually	300.00	n/a
Driver/Agent (1 Year)	100.00	n/a
Renewal Driver (1 Year)	100.00	n/a
Broker Annually	500.00	n/a
Replacement D/L	50.00	n/a
Replacement Tariff Card	30.00	n/a
Street / Outdoor Vending		
Mobile Canteen – By-law 2002-06-20-94	550.00 per vehicle/ year	n/a
Refreshment Bicycles – By-law 1999-06-06-94	50.00 per bicycle/ year	n/a
Hawkers & Peddlers - By-law 1998-06-06-94	550.00/ year	n/a

Animal Control	Fee	Tax
Cat Licences (one-time charge)		
Cat – spayed/neutered	32.00	n/a
Cat – unspayed/unneutered	42.00	n/a
Tag Replacement	10.00	n/a
Dog Licences - Annually before March 31		
First dog – spayed/neutered	21.00	n/a
Additional dog – spayed/neutered	31.00	n/a
First dog – unspayed/unneutered	31.00	n/a
Additional dog – unspayed/unneutered	41.00	n/a
Kennel Licence	120.00	n/a
Tag Replacement	10.00	n/a
After March 31 st (additional Fee)		
Late Payment Charge per dog/tag	10.00	n/a
After March 31 st (additional Fee)		
Kennel Licence Late Payment Charge	30.00	n/a

Note – Refer to Animal Control By-law No. 2819-13 for Set Fines under Part 1 Provincial Offences Act.

Medical Clinic Locum Apartment	Fee	Tax
Doctor Rate		
Daily	63.70	**
Monthly	1,154.40	**
Minimum Charge	191.10	**
Medical Student Rate		
Daily	63.70	**
Monthly	750.35	**
Minimum Charge	191.10	**