CONSOLIDATED

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 56-2025

A By-law to Prescribe Fees for Services provided by the Municipality of Port Hope and Repeal By-law 76-2024

WHEREAS Section 391.(1) of the Municipal Act, 2001, S.O., c.25 authorizes to pass a By-law to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of it and for the use of its property including property under its control; and

WHEREAS Council considered Report FS-18-25 at the Council meeting on December 16, 2025;

NOW THEREFORE the Council of the Corporation of the Municipality of Port Hope hereby enacts as follows:

1. THAT the fees and charges as set out in the attached, and attached hereto comprising part of this By-law are hereby authorized and approved, plus all legislated taxes (HST) unless otherwise specifically noted in the schedules as being inclusive.

2. THAT the Chief Administrative Officer is hereby authorized to approve any additions or minor administrative adjustments to the Fees and Charges throughout the year and identify those changes to Committee as part of their annual review and approval process.

3. THAT this By-law shall come into force and effect on January 1, 2026.

4. THAT By-laws 76-2024, 10-2025, and 48-2025 are hereby repealed.

BY-LAW READ AND PASSED in Open Council this 16th day of December, 2025.

_____
Olena Hankivsky, Mayor

_____
Shrishma Davé, Clerk

By-law 28-2026, May 19/26 - Replaced Schedules: Development Services, Legal and Legislative Services and Works and Engineering re Encoachment Fees

By-law 20-2026, Apr 21/26 - Replaced Section D: Parks Fees

Animal Control

Annual Dog Tag Purchase – HST Exempt	Fee
Spayed or neutered	$20.00
Not spayed or not neutered	$35.00
Replacement Dog Tag	$5.00

- Dog tags are purchased and managed through the Northumberland Humane Society and available at https://northumberlandhs.docupet.com/en_CA/

Kennels and Appeals	Fee
Annual Kennel License	$200.00 + HST (includes inspection)
Order to Restrain – Appeal Hearing Fee	$100.00

Livestock Valuer	Fee
Fee per evaluation and re-attendance as required	$75.00 + applicable mileage

Poundkeeping Fees – HST Applicable

In accordance with the Pounds Act, any animal delivered to the Poundkeeper or confined by the Poundkeeper shall be provided with adequate food, water and shelter during the whole time that such animal is impounded or confined. The Municipality of Port Hope does not operate a pound for livestock under the Pounds Act, but the following fee schedule shall apply for pound keeping fees in the unlikely event they are required:

Animal	Fee
Horse	$15.00 per head per day
Bull, cow or other cattle	$15.00 per head per day
Donkey, lama	$15.00 per head per day
Other exotic large animal	$15.00 per head per day
Goat	$12.00 per head per day
Sheep	$12.00 per head per day
Pig	$6.00 per head per day
Ostrich or emu	$6.00 per head per day
Other exotic small animal or bird	$5.00 per head per animal
Geese, turkey or other poultry	$3.00 per bird per day

In addition:

> A $12.00 per hour fee for services rendered by the Poundkeeper shall apply in carrying out the provisions of the Pounds Act over and above fees for food, water, and shelter. Contact the Northumberland Humane Society for more information.

> The owner of any livestock or poultry running at large contrary to the Pounds Act shall be liable for damages done by such animal based on actual costs.

> Costs incurred for services rendered or supplies expended including veterinary fees or fees and charges through any other organization required for the health and welfare of the animal shall be based on actual cost recovery for fees and charges incurred.

Cemetery

All fees are HST Applicable

Graves	Interment Rights	Care & Maintenance	Total
Regular	$1320.00	$880.00	$2200.00
Child	$1320.00	$880.00	$2200.00
Infant	$150.00	$150.00	$300.00
Cremation	$360.00	$240.00	$600.00
Columbarium # 5	$2125.00	$375	$2500
Columbarium Niche	$1,785.00	$315.00	$2,100.00
Scattering Garden	$510.00	$90.00	$600.00

- Rights for scattering ashes do not include the cost for a plaque
- Niches in Columbarium do not include the cost of engraving

Grave Markers/Monuments	Care & Maintenance	Total
> Flat Marker (at least 439.2 sq. cm./173 sq. in.)	$100.00	$100.00
> Upright - Small - in height and length (1.22 metres x 1.22 metres (4 feet by 4 feet)	$200.00	$200.00
> Upright - Large - in height and length (larger than 1.22 metres x 1.22 metres (4 feet by 4 feet)	$400.00	$400.00

Interments	Fee
Adult	$1,000.00
Child	$300.00
Infant	N/A
Cremation	$400.00
Double depth	$300.00

Other	Fee
Saturdays before 1:00p.m.	$300.00
Winter burial	$250.00
Holidays	$300.00
Late charges (after 3:30p.m.)	$250.00
Cornerstone Installation (4)	$40.00
Disinterment - regular	$1,500.00
Disinterment - cremation	$300.00
Grave set-up	$300.00
Lot Transfer Fee	$100.00
Scattering Garden Plaque	$300.00

Development Services

Planning

Type of Application – HST Exempt	Fee
Official Plan Amendment (OPA) - Basic	$9,900.00
Official Plan Amendment - Major (large scale residential and ICI projects)	$15,400.00
Zoning By-law Amendment (ZBA) - Basic Amendment, Temporary Use	$5,500.00
Zoning By-law Amendment - Major (large scale residential and ICI projects), Interim Control	$9,900.00
Zoning By-law Amendment - Remove Holding Symbol	$850.00
Temporary Use By-law	$5,500.00
Temporary Use By-law Extension	$1,000.00
Concurrent Official Plan and Zoning By- Law Amendments (Combined OPA/ZBA)	* OPA Fee + 50% of ZBA
Plan of Subdivision or Condominium - 20 lots/units or less, extension of draft and amendment to draft approval	$12,500.00
Plan of Subdivision or Condominium - 21 lots/units or more, extension of draft and amendment to draft approval	$10,000 + $120.00 per unit/lot over 20 lots/units Proposed: $12,500 + $120.00 per unit/lot over 20 lots/units
Plan of Subdivision or Condominium - request for final approval	$1,500 + $60.00 per unit/lot Proposed: $3,000 + $60.00 per unit/lot
Red Line revision to Draft Plan (Major)	$4,500.00
Red Line revision to Draft Plan (Minor)	$1,500.00
Subdivision Agreement where not part of a subdivision	$4,500.00
Condominium Exemption	$1,500.00 + $60.00 per unit

Development Services

Extension to Draft Plan Approval	$3,500.00
Consent to Sever (each new parcel)	$3,000.00 + $550 per Consent Certificate
Lot Addition/Lot Line Adjustment, Easement/ROW, Lease over 21 yrs, mortgage/charge or partial discharge of mortgage or	$1,500.00
Change to Conditional Consent Approval	$ 500.00
Minor Variance (new build)	$1,500.00
Type of Application – HST Exempt	Fee
Minor Variance (no new build)	$1,500.00
Site Plan Control - Basic, or amendment to agreement, includes agreement to original site plan application.	$4,000.00
Site Plan Control - Major (large scale residential and ICI projects) includes agreement	$7,000.00 + $600.00 per submission >=3rd Submission
Minor Adjustments to Site Plan Control	$800.00
Development Agreement / Pre-servicing Agreement	$3,500.00
Development Agreement - Amendment	$ 2,500.00
Part Lot Control By-law, validation of title	$1,500.00
Zoning Compliance Letter	$125.00
Zoning Compliance Letter (expedited)	$175.00
Pre-Consultation	$350.00 to be deducted from the planning application if filed with in 12 months of pre-consultation Proposed: $350 – Minor (Consent, Minor Variance, basic rezoning) $700- Major (OPA, Plans of Subdivisions, Major rezoning)
Reactivation of Application dormant longer than 1 yr	$800.00
Adjournment of a Consent or Variance at applicant's request	$300.00
OLT Fee	$2,000.00

Development Services

Classification / Fee Type - HST Exempt	Minimum Fee	Adjusted Fee
Group 'C' - New construction and additions to Low Density Residential (more than 5 required inspections) > Single Detached > Semi-Detached > Townhouse > Row House > Duplex > Converted Dwelling > Mobile Home > Detached ARU > All Other Group 'C' Occupancies	$ 2565 / dwelling unit up to 1,500 ft^2 of floor area. Floor area applies to finished floor area and attached garage.	$ 1.71 / ft^2 for dwellings with a floor area over 1,500 ft^2.
Group 'C' - New construction and additions to Multiple Residential > Triple > Quadraplex > Apartment Building > Any other multiple unit dwelling over 2 units	$ 2565 / suite up to 1,500 ft^2 of floor area. Floor area applies to finished floor area and attached garage.	$ 1.71 / ft^2 for suites with a floor area over 1,500 ft^2.
Group 'C' - Residential - Major additions alterations and renovations (3 to 5 required inspections) > Finished Basement > In-House ARU > Kitchen Renovation > Three Season Sunroom	$ 1420 / dwelling unit up to 1000 ft^2 of floor area. Floor area applies to finished floor area and attached garage.	$ 1.42 / ft^2 for dwellings with a floor area over 1000 ft^2.
Group 'C' - Residential - Minor additions, alterations, and renovations (3 or less required inspections) > Garage > Carport > Deck > Porch > Shed	$480 / structure up to 400 ft^2 in area.	$1.20 / ft^2 for structures with an area over 400 ft^2.
Group 'C' - Demolition	$250 / structure up to 1000 ft^2 in building area.	$0.25 / ft^2 for structures with a building area over 1000 ft^2.
Group 'A', 'B', 'D', 'E', 'F' - New construction and additions, shell only	$ 4048 up to 2,200 ft^2 of floor area - applies to the shell where only the shell is constructed or to the complete building where the permit is issued for both.	$ 1.84 / ft^2 for buildings with a floor area over 2,200 ft^2

Group 'A', 'B', 'D', 'E', 'F' - Major Interior alterations, and renovations	$3,000 up to 2,500 ft^2 - area applies to the area being altered or the area of the addition.	$1.20 / ft^2 for buildings with a floor area over 2,500 ft^2
Classification / Fee Type – HST Exempt	Minimum Fee	Adjusted Fee
Group 'A', 'B', 'D', 'E', 'F' - Minor Interior alterations, renovations, and retrofits	$600 up to 500 ft^2	$1.20 / ft^2 for buildings with a floor area over 500 ft^2
Group 'A', 'B', 'D', 'E', 'F' - Demolition	$375/ structure up to 1500 ft^2	$0.25 / ft^2 for structures with a floor area over 1500 ft^2
Farm Buildings - New construction and additions	$2,250 up to 5,000 ft^2	$0.45 / ft^2 for new buildings with a floor area over 5,000 ft^2
Farm Buildings – Alterations and renovations	$450 up to 1,000 ft^2	$0.45 / ft^2 for new buildings with a floor area over 1,000 ft^2

Other Fees and Charges – HST Exempt	Fee	
Plumbing Permit - Base fee + # of fixtures	(refer to Northumberland County) +$50.00 administration fee	
Alternative Solutions	$ 165.00 / hour	
Cause Construction without a Permit	Double the permit fee	
Change of Use – No construction	$250.00 up to 1000ft2	$0.25/ ft^2 for floor area over 1,000 ft^2
Copy of permit	$ 165.00	
Dormant Permit - Occupancy Inspection when more than 2 years has passed since the building permit was issued	$ 200.00	
Transfer of a permit	$ 165.00	
Failure to follow approved drawings and/or comply with an Order	$300.00	
Reinspection Fee - beyond 2 inspections	$ 165.00	
Resubmission of an Application	25% surcharge on permit fee	

Development Services

Revision to an application or permit	$ 165.00 / hour (minimum 1 hour for house, 4 hours for all other buildings)
Revision (minor) to an application or permit	$ 165.00
After Hours Inspection – Minimum 3 hours	$ 247.50 / hour
Communication tower/facility, silo, wind turbine	$250.00
Fire Code Retrofitting	$ 250.00 / inspection
Other Fees and Charges – HST Exempt	Fee
Heating – Standalone and refurbishment	$ 250.00
L.L.B.O application	$ 165.00
Retaining Wall	$ 250.00
Signs (per sign basis) Municipal Addressing Municipal Number for Ward 2 - Sign Only Emily Sign (Non-residential)	Signs 1m2 and under $25.00 per sign Signs greater than 1m2 $250 per sign $150.00 $35.00 $150.00
Heritage Port Hope Plaque	$350.00
Tank installation/removal (fuel, manure)	$200.00
Tents / temporary buildings	$200.00
Wood stoves/fuel burning appliances	$ 250.00
Minor permits at the CBO / DCBO discretion	$ 300.00

Where additional expenses are incurred by the Municipality, these expenses may be added. Development Charges are applicable for most construction. Contact the Building Department to determine the fee for your project.

Economic Development – HST Applicable

Service	Fee
Community Entrance Signs Display Fee	$45.00 per event display

Development Services

Filming Fees - HST Applicable, unless otherwise stated

Service	Description	Fee
HBIA Set Dressing and Set Wrapping Fee	Dressing and wrapping activities occurring within the HBIA for which a film permit is issued	$500.00 per day
Municipality of Port Hope Set Dressing and Set Wrapping Fee	Dressing and wrapping activities occurring throughout the Municipality, including the HBIA for which a film permit is issued	$500.00 per day
HBIA Filming Locations Fee	Filming activities occurring within the HBIA for which a film permit is issued	$1,000.00 per day per location
Municipality of Port Hope Locations Fee	Filming activities occurring throughout the Municipality, including the HBIA, for which a film permit is issued	$500.00 per day per location
Film Officer Location Fee	Film officer on-site for all location shooting for which a film permit is issued	$55.00 per hour
Municipal Facility or Property Set Rental	Use of indoor or outdoor Municipal Facilities as a film set (only for Facilities that are not included in Parks and Facilities community rentals)	$1,000.00per day per facility
Municipal Facility or Property Rental for other filming use	Use of internal or external Municipal Facilities for a non-set filming use, such as parking, storage, green room, lunch room, etc. (only for Facilities that are not included in Parks and Facilities community rentals)	$1,000.00 per day rental
Late Charge Fee – Film Permit Application – HST Exempt	Film Permit Applications must be submitted at least 21 days in advance of the first filming date	$350.00 per late submission

Filming Fines and Charges – HST Exempt

Fines & Charges	Description	Fee
Traffic holds that exceed the length of time permitted	Film permits that include intermittent traffic control permits will include a maximum allowable time for traffic holds. Failure to comply keep holds within that maximum timeframe will result in charges per hold.	$1,000 for 1st infraction $500.00 for 2nd to 5th infraction $250.00 for 6th to 9th infraction $1,000 for 10th and all subsequent infractions

Illegal removal of street signs	If a set requires the removal of street signs, they must be submitted in advance to the Film Liaison and removed by Municipal staff. This fee will be applied if film crew remove the signs themselves without prior permission by Municipal Film Liaison.	$500.00
Filming or occupying roads or sidewalks for the purposes of filming outside the permitted location	A film permit that includes road occupancy permits will indicate the parameters of permitted occupancy areas. Occupying roads or sidewalks beyond what is permitted will incur this fine.	$1,000.00 per infraction

Additional Costs (if needed)

Filming activities can involve incurring fees or charges from other departments; filming crew are also expected to abide by parking and traffic by-laws and the film company is subject to any fines their crew incur on their behalf. Please refer to individual set Fees and Charges with Works and Engineering and/or Protective Services fees for parking infractions. For Water and Wastewater services. Please refer to Parks, Recreation and Culture fees. Additional film-related fines and charges are listed below.

Service – HST Exempt	Description	Fee
Late Charge Fee – Road Occupancy Permit Application	Road Occupancy Permit Applications must be submitted at least 10 days in advance of the occupancy date	$350.00 per late submission
Late Document Fee	Incomplete applications or late changes to existing documentation for Film Permits or Road Occupancy Permits	$350.00 per late document

Security Deposit - Works and Engineering Department – HST Exempt

Crew	Fee
Small Crew (1-30)	$10,000.00
Medium Crew (31-100)	$25,000.00
Large Crew (101+)	$50,000.00

Environmental Services

Water Services

Water Distribution Meters (510-500-0000-4256) - HST Exempt	Fees
Item # 1 - 1” Water Meter	$898 Supply and installation of a new 1 water meter and remote sensor. Service call rate per hour (minimum 1 hour charge), administration fee, plus material costs. Material costs include the meter and all associated parts as required (tail pieces, wire, remote sensor).
Item # 2 - 5/8” Water Meter	$656 Supply and installation of a new l water meter (5/8" chamber x 3/4" ears) and remote sensors. Service Call Rate per hour (minimum 1 hour charge), administration fee, plus material costs. Material costs include the meter and all associated parts as required (tail pieces, wire, remote sensor).
Item # 3 – Industrial, Commercial, and Institutional Water Meter	Time plus material cost Supply of water meter greater than 1", inclusive and supply and installation of remote sensor, fee applicable regardless of zoning designation (ie. commercial, industrial, institutional), only during normal working hours. Service Call Rate per hour (minimum 1 hour charge), administration fee, plus material costs. This includes supplying the meter (ie. control over make, model and sensor) and install remote sensor only as required (staff not licensed to install meter >1"), includes routine inspection of bypass connections and backflow prevention device (ie. meters 1 1/2" and greater require bypass connections which shall be sealed and tagged by Water Division operators to prevent theft of water).
Water Distribution Meter Repairs (510-500-0000 4256) - HST Exempt	Fees
Item # 4 - Obstructed Water Meter	Time plus material cost Correction of obstructed water meters (ie. private homeowners’ box in or conceal access due to finished basements or historic home renovations). Service Call Rate per hour (minimum 1 hour charge), administration fee, plus material costs. Intended to recover costs for municipality to retain third party licensed contractors to correct obstruction to maintain legal access to water meter and sensor, fee shall include staff time, burdens, and flat rate administration fee.

Environmental Services

Item # 5 - Meter Certification (Meter Test)	$361 for a meter <1" . Meters >1" will be time plus material cost. Written correspondence regarding physical test results of residential water meters at the request of homeowners. The fee shall be refunded should meter be faulty. Flat rate fee per occurrence intended to recover costs for certification of residential water meters less than or equal to 1" at the request of owner - includes removal of existing meter, certification by an approved third-party company, re-installing meter and compliance report to owner. Meters over 1" in size requiring certification - include testing of meter completed by a Municipal approved 3rd party company and compliance report to the owner. Owner is responsible for costs associated with removing and installing water meter. The replacement meter is payable by the owner.
Water Distribution Services (510-500-0000-4255) - HST Exempt	**Fees**
Item # 6 – Backflow Inspection	$119 For commercial development projects which are to be held responsible for the certification of the backflows. Director, Environmental Services or designate approval for public connections. Backflow fee of $119 per certification is consistent with going contractor rates. Includes Time, Paperwork and money to offset training and certification of BF Testing equipment. The owner is responsible for covering the full costs to replace borrowed/rented MPH backflow preventers damaged by neglect, frost and/or freezing.
Item # 7 - Abandonment of Water Service	$3893 for 8 hrs MPH Water Staff will physically disconnect abandoned water service at mainstop (ie. Prior to demolition). Flat rate fee per occurrence, intended to recover costs associated with excavation or hydrovac, disconnecting service lateral pipe and turning off mainstop at the watermain to mitigate potential contamination from stagnant water, material costs include reinstatement of asphalt and/or boulevard, curb and sidewalk where applicable. *In unusual circumstances this fee may be adjusted to recover costs exceeding $3893 at the discretion of the Director, Environmental Services

Environmental Services

Item # 8 - Damaged Curbstop	$722 Flat rate fee per occurrence, intended to recover costs associated with intentional damage to municipal valves at property line, to correct damage caused., material costs include service box and rod, repairs normally include hand digging and exposing 2' of service box and straightening / rethreading by hand. * Where damages require removal and installation of a new curbstop / streetbox / valve boxes and other time plus materials fee will be invoiced to the property owner. Intentional Damage may include negligence such as not obtaining locates and is at the Discretion of the Director, Environmental Services
Item # 9 - Service Call During Operating Hours	$60 <1 hour plus $60 /hr thereafter Dispatch of a licensed distribution operator during normal working hours at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director, Environmental Services or designate.
Water Distribution Services (510-500-0000-4255) - HST Exempt	Fees
Item # 10 - Service Call After Operating Hours	$176 <1 hour plus $176 /hr thereafter Dispatch of a licensed distribution operator outside of normal working hours / weekends / statutory holidays, at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director, Environmental Services or designate.
Item # 11 - Residential Water Service Tapping up to 50mm (2 inch)	$609 Customer to supply parts and materials. Approved contractor shall expose watermain and prepare trench in accordance with OHSA and to the satisfaction of the Director, Environmental Services or designate and a licensed Water Operator shall live tap the watermain and install the mainstop in accordance with SDWA Provincial, Municipal and AWWA/MECP Standards during normal working hours, this or any fee is not applicable for service taps greater than 2" which must be completed by a certified private contractor with oversight by municipal water operators. A Road Occupancy Permit will also be required for work completed within the right of way.

Environmental Services

Item # 12 - Residential Water Service Connection (existing dwelling utilizing a private well)	$1613 Fee payable upon residential connection to an existing municipal water service at property line (ie. curbstop) of existing dwelling serviced by a private well or joint service, connection shall only be permitted following proof of private well decommissioning by a licensed well driller or physical disconnection of joint services where applicable (ie. VLA lots with services branched from abutting dwelling), fee reduced to encourage connection. The Works & Engineering and/or Environmental Services Departments will not consider requests to construct new municipal service(s) under this or any category or fee type. Flat rate fee, intended to encourage existing residential dwellings with private wells to connect to municipal water system. *In unusual circumstances this fee may be adjusted to recover costs exceeding $1613 at the discretion of the Director, Environmental Services or designate.
Item # 13 - Residential Water Service Connection (vacant lot)	$4095 Fee payable upon residential connection to an existing water service at property line (ie. curbstop), fee applicable only to vacant lots pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision. Connection to pre-existing service will not be permitted **if older than 20 years** unless otherwise approved at the discretion of the Director, Environmental Services or designate. The Works & Engineering and/or Environmental Services Departments will not consider requests to construct new municipal service(s) under this or any category or fee type. Sanitary Service connections shall only be permitted following
Water Distribution Services (510-500-0000-4255) - HST Exempt	Fees
	proof of Water Service connection to permit tracking and invoicing of usage. Flat rate fee, intended to recover the average cost of pre-servicing vacant residential lots or potentially severable lots from main to property line during road reconstruction or service main replacement, water service may have been constructed by public tender or by inhouse forces, material costs include 10 meters of 3/4 inch or 1 inch service pipe, mainstop and curbstop, includes cost of watermain since value of vacant lot taxes did not pay for main costs.

Environmental Services

Water Distribution Hydrants (510-500-0000-4400) - HST Exempt	Fees
Item # 14 - Hydrant Meter	$238 per meter plus per cubic meter consumption as per 2026 water rates. Installation, monitoring and removal of temporary hydrant meter to regulate water usage during construction by approved third party contractors (ie. road compaction, sod watering). Includes backflow installation and certification. This fee or any fee is not approved for private residential swimming pool consumption. The owner is responsible for covering costs to replace meters and backflow preventers damaged by neglect, frost and/or freezing.
Item # 15 - Hydrant Flow Test Supervision	$352 Dispatch of licensed distribution operator to monitor and supervise hydrant flow tests by approved third party contractors and Engineering Consultants. Flat rate fee per occurrence includes water consumption and operator supervision for up to 4 hours. The tests shall be performed by the private contractor / Engineering Consultant, static pressures and flows will not be measured by Water Operator, material costs include average water consumption costs as per rate study (ie. normally flush hydrant for 30min to clear rust in older mains).
WTP Pumphouse Sales (Bulk Water) (510-500-0000-4752) - HST Exempt	Fees
Item # 16 - Bulk Water Consumption	$2.62 per cubic meter For bulk water at the Water Treatment Plant's automated bulk water depot.
Water Billing (510-500-0000-4750) - HST Exempt	Fees
Item # 17 – Unmetered Water Consumption For Development	$105 – Single Family Dwelling $105 per unit – Semi Detached $315 flat rate and $50 per unit -Town/Condo. Over 25 units TBD by Director, Environmental Services or designate Commercial/Industrial costs - $TBD by Director, Environmental Services or designate. Fees are based on a per home basis being built by developers using up to 10 m3 of water. This fee covers the general cost of using water for construction purposes. Water usage for the purpose of continuous run shall be metered. A hydrant meter shall be used for watering sod and lawns which includes grass seed. Other less common uses will be approved at the discretion of the Director, Environmental Services or designate. MPH recommends using metered water where possible. The owner is responsible for covering costs to replace meters damaged by neglect, frost and/or freezing.

Environmental Services

Wastewater Services – HST Exempt

Sanitary Sewer Revenue (410-450-0000-4255)	Fees
Item # 1 - Residential Sanitary Service (vacant lot)	$4590 Fee payable upon residential connection to an existing municipal sanitary sewer lateral at property line (i.e. cleanout), fee applicable only to vacant lots pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision. The Works & Engineering Department and/or Environmental Services Department will not consider requests to construct new municipal service(s) under this or any category or fee type, Sanitary Service connections shall only be permitted following proof of Water Service connection to permit tracking and invoicing of usage. Connection to pre-existing service will not be permitted if the service is assessed in poor condition, older than 20 years, or at the discretion of the Director of Works and Engineering, Director of Environmental Services, or designate.
Item # 2 - Residential Sanitary Service (existing dwelling)	$1860 Fee payable upon residential connection to an existing municipal sanitary service at property line (i.e. cleanout) of existing dwelling serviced by a private septic system or joint service, connection shall only be permitted following proof of private septic system decommissioning or physical disconnection of joint services where applicable (i.e. Veteran Lands Act lots with services branched from abutting dwelling). This fee has been reduced to encourage connection. Sanitary Service connections shall only be permitted following proof of Water Service connection to permit tracking and invoicing of usage. Connection to pre-existing service will not be permitted if the service is assessed in poor condition, older than 20 years, or at the discretion of the Director of Works and Engineering, Director of Environmental Services or designate.
Item # 3 - Service Call (During Operating Hours)	$60 <1 Hour plus $60/hr thereafter per operator required dispatch of a licensed operator during normal working hours at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director of Environmental Services.
Item # 4 - Service Call (After Operating Hours)	$176<1 hour plus $176/hr thereafter per operator required dispatch of a licensed operator outside of normal working hours / weekends / statutory holidays, at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director of Environmental Services or designate.
Item # 5 - Obstructed Clean-Out	$ Service Call plus Materials.

Environmental Services

Sanitary Sewer Revenue (410-450-0000-4255)	Fees
Item # 6 - Abandonment of Sanitary Service	$4434 Physically disconnect abandoned the sanitary service at the main (i.e. Prior to demolition). Flat rate fee per occurrence, intended to recover costs associated with excavation or hydrovac, material costs, reinstatement of asphalt and/or boulevard, curb and sidewalk where applicable. *In unusual circumstances this fee may be adjusted to recover costs exceeding $4434at the discretion of the Director of Works and Engineering, the Director of Environmental Services, or designate.
Item # 7 - Damaged Clean-out cap	$183 Cost to replace a damaged clean out cap only.
Item # 8 - Damaged Clean-out	$743 Flat rate fee per occurrence, intended to recover costs associated with excavating and minor repairs to the sanitary clean out at property line, to correct damage caused by private contractors and/or homeowners, material costs include repairs and also include hand digging and exposing >2'.* Where damages require more excavation and replacement of other appurtenances resulting from major damage by third party private contractors and/or homeowners (i.e. paving companies, Union Gas, Bell Canada), time plus materials fee will be invoiced to the property owner to recover time plus materials.
Item # 9 - Camera Inspection	$176/hour + Service Call Fee Fee for camera and video inspection of private sanitary lateral or municipal portion. Fee will be returned if an issue is identified on the municipal side.
Sanitary Waste Disposal Revenue (410-450-0000-4757)	**Fees**
Item # 10 - Septage Waste Disposal Permit	$185 Approval for receipt of septic waste during normal working hours, including inspection and recording of volume at WWTP prior to discharge into influent receiving stream accepted at WWTP during normal working hours. Flat rate fee applicable for each occurrence or one time annual/seasonal fee at discretion of Director Environmental Services or designate shall be payable prior to first annual use. Intended to recover costs associated with administration, processing of application, monitoring and recording of loads and monthly invoices.
Item # 11 - Septage Waste Disposal	$0.0155/litre ($15.50/m^3) For bulk septage disposal at the Wastewater Treatment Plant's disposal depot during normal working hours.
Item # 12 - Septage Waste Disposal After Hours	$176 per load plus $0.0155/litre ($15.50/m^3) For bulk septage disposal at the Wastewater Treatment Plant's disposal depot after normal working hours.

Finance

Type Of Application – HST Exempt	User Fee
Tax Certificate	$50.00
Water Account Set Up Administration fee	$30.00
Bulk Water Set Up Registration fee	$100.00
Additional or Replacement Bulk Water Fob fee	$25.00
Non-Sufficient Funds (NSF) cheque or returned payment	$40.00
Unofficial Statement Reprint (The first reprint of the current year is free)	$5.00
Tax Account Title Change (includes sales, transfers, adding and removing mortgagee)	$35.00
Printed Tax Sale tender pkg (downloads free)	$30.00
Electronic Payment Transfer (wrong account for taxes and/or water)	$25.00
Additions to Tax Roll (water/sewer arrears, property standards)	$35.00
Processing fee to Mortgage Companies that remit payment of their customers' property taxes	$25.00
Refund of Overpayment by Property Owner, Mortgage Company and Lawyers	$30.00
Farm Debt Notice	$50.00 per notice
Tax Sale Administration	Actual costs incurred Plus 25% Admin fee

Printed Tax Sale tender pkg (downloads free) $30.00

- Interest on water and wastewater accounts will be applied as per the Water and Wastewater Billing and Collection Policy.
- Interest on tax accounts will be applied as per the Interim Tax Levy and Tax Levy By-laws.

Fire and Emergency Services

Administration Fees - HST Applicable

Service	Fee
Fire Reports and File Searches Letter or copies of reports required for sale of property, insurance purposes or banking requests. (Requires authorization release from owner.)	$100 Each
Request for Access to Records Other than Freedom of Information Requests.	$100 Per Request

License Fees - HST Exempt

Service	Fee
Fireworks License (Establishments Offering Fireworks For Sale)	$150 annual fee
Display Fireworks License (Individual Special Events) Consumer Fireworks License (Individual Special Events)	$200 per display $50 per display

Preventable Fires and Alarm Services – HST Exempt

Service	Fee
Attendance at an Unauthorized or Non Compliant Fire	First attendance- $100 Second attendance- $500 For each subsequent attendance within a 6month period the fee will increase $500
Response to malicious and nuisance complaints (following two occurrences in a 12-month period)	First Complaint- No Charge Second Complaint- No Charge Third Complaint- $100 Fourth Complaint- $500 For each subsequent complaint response within a 12-month period the fee will increase $500

Inspection Fees - HST Applicable

Type	Cost
Inspections: Residential (up to 2 stories) Residential single unit dwellings Office buildings (Up to 2 storeys) Day cares Group Homes	 $150 + $50 per additional floor

Fire and Emergency Services

VO's (outside of annual mandatory inspection) Commercial / Mercantile (under 600m2) All other fire and life safety inspections Industrial (up to 600m2) Retrofit Commercial / Mercantile (over 600m2)	$250 + $125 per additional 300m2
Additional inspections for non-compliance to fire inspection orders or fire inspection reports	$100
Licensing Inspection (Including Liquor and Tent Licensing- When Permit not Required by Building Department)	$150 per hour or part thereof + $75 per additional 1/2 hour
Fire Safety Plan Review (if not required by the Ontario Fire Code) *Exemptions: • One minor change to a building that leads to a fire safety plan revision. • Clerical changes including human resource information and modifications to the residents who require assistance list. • As a part of a fire prevention inspection administration fee when there is an approved fire safety plan implemented and there is only an addendum required. Such as adding an additional room.	$300 initial review $100 per additional review
Fire Safety Plan Review (when required by the Ontario Fire Code for additional review(s)) *Exemptions: • One minor change to a building that leads to a fire safety plan revision. • Clerical changes including human resource information and modifications to the residents who require assistance list. • As a part of a fire prevention inspection administration fee when there is an approved fire safety plan implemented and there is only an addendum required. Such as adding an additional room.	$150 initial review + $75 per additional review
Approval of Alternate Solution under the Ontario Fire Code	$500

Fire and Emergency Services

Fire Rescue and Emergency Response - HST Exempt on Fire Trucks and Manpower Only

Service	Cost
Attendance at a Non-Resident Motor Vehicle Collision or Vehicle Fire	Minimum of One Hour at Current MTO rate / Per Truck + any additional costs to the Municipality. An additional one half of the current MTO rate / Per Truck + any additional costs to the Municipality for each 1/2 Hour thereafter.
Hazardous Materials Incident Response Attendance at hazardous material incidents regardless of location.	Minimum of One Hour at Current MTO rate / Per Truck + any additional costs to the Municipality. An additional one half of the current MTO rate / Per Truck + any additional costs to the Municipality for each 1/2 Hour thereafter.
Response to a Natural Gas incident	Current MTO Rate plus any costs incurred to clean up or mitigate the hazard. Per vehicle for first hour, and every one-half hour thereafter
Attendance at an Unauthorized or Non-Compliant Fire	Minimum of One Hour at Current MTO rate / Per Truck + any additional costs to the Municipality. An additional one half of the current MTO rate / Per Truck + any additional costs to the Municipality for each 1/2 Hour thereafter.
Attendance at an Unauthorized Fire during a Burn Ban	Minimum of One Hour at Current MTO rate / Per Truck + any additional costs to the Municipality. An additional one half of the current MTO rate / Per Truck + any additional costs to the Municipality for each 1/2 Hour thereafter.
Railway Response Response to fires on or beside rail lines on Rail property.	Full Cost Recovery
False Alarms For all calls after the first in a 6-month period	First Alarm- No Charge Second Alarm- $500 Third Alarm- $1000 For each subsequent alarm response within a 6-month period the fee will increase $500
Fire Watch / Post Incident Watch	Minimum of One Hour at Current MTO rate / Per Truck. An additional one half of the current MTO rate / Per Truck for each 1/2 Hour thereafter.
Vehicle Standby Services To include the provision of a vehicle and crew to stand by for filming, social functions etc.	Minimum of One Hour at Current MTO rate / Per Truck. An additional one half of the current MTO rate / Per Truck for each 1/2 Hour thereafter.

Fire and Emergency Services

Ice/Water Rescue	Minimum of One Hour at Current MTO rate / Per Truck +. An additional one half of the current MTO rate / Per Truck for each 1/2 Hour thereafter.
Indemnification Technology	Current MTO rates plus any additional costs to the Municipality of Port Hope
Additional Expenses To retain a private contractor, rent special equipment not normally carried on a fire vehicle in order to suppress or extinguish a fire, prevent fire spread, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation. Full cost recovery for damaged or contaminated equipment and/or consumable products required at an incident.	Full Cost Recovery

Legal and Legislative Services

Accessibility for Ontarians with Disabilities Act (AODA)

- The Corporation's regularly administered Schedule of Fees and Services shall apply unless otherwise specifically provided for herein.
- The Municipality will make reasonable efforts in light of the requester's disability to provide the documentation.

Photocopies – HST Applicable or Exempt, based on documents printed

1 to 10 original documents	Fee
Double-sided	$0.25 per sheet
Single-sided	$0.20 per sheet

11 to 50 original documents	Fee
Double-sided	$0.20 per sheet
Single-sided	$0.15 per sheet

Over 50 original documents	Fee
Double-sided	$0.15 per sheet
Single-sided	$0.10 per sheet

Agendas	Fee
Printed copy	$10.00 per agenda

- Registered Press to receive a complimentary hard copy upon request.

Fence Viewing (Ward 2) - HST Applicable	Fee
Fence Viewers Application Fee	$250.00
Fence Viewer evaluation & reattendance	$60.00/call out + mileage
Postage/Registered Mail/Prescribed Forms/Stationary	Actual cost recovery of cost incurred
Photocopies	Refer to rate set above
Ontario Land Surveyor	Actual cost recovery of cost incurred
Other applicable costs as required to carry out the provisions of the Line Fences Act	Actual cost recovery of cost incurred

Legal and Legislative Services

Encroachments Agreements – HST Applicable

Service Provided	Fee	Additional Description
Minor Encroachment Agreement	$1,370/Each	In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions
Major Encroachment Agreement	$2,845/Each	In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions

Commissioner Of Oaths

Commissioning of Oath Services including commissioning of an affidavit by the Clerk or Deputy Clerk for documents in accordance with the Commissioners for Taking Affidavits Act.

Document – HST Exempt	Fee
Residency documentation	$5.00 per document for non-resident & all business entities
Deeds	$5.00 per document for non-resident & all business entities
Insurance Claims	$5.00 per document for non-resident & all business entities
Pension plan documents	$5.00 per document for non-resident & all business entities
Certify documents as "true copies"	$5.00 per document for non-resident & all business entities
Commissioning affidavits or other applicable documents	$5.00 per document for non-resident & all business entities
Birth & Death information applications as prescribed by Statute	$5.00 per document for non-resident & all business entities
Certification of identifiable individual's signature	$5.00 per document for non-resident & all business entities
Commissioning Ministry of Transportation Documents	$15.00 per document

Legal and Legislative Services

Law Clerk Fees

Service – HST Applicable	Fee
Law Clerk Hourly Rate	$135 per hour

Lotteries – Alcohol & Gaming Commissions – HST Exempt	Fee
Amendments of Particulars on License	$25.00
Extension of Expiry Date on License	$25.00
Approval for Licenses issued by the Province or another Municipality	$25.00
Facsimile Transmission to or for Third Parties	$5.00
List of Break-Open Ticket Sales Locations or Organizations	$10.00
Bazaars	3% of prize value
Break-Open Tickets	3% of prize value
Raffles	3% of prize value

Freedom Of Information and Protection of Privacy Act (FOI)

Fees are defined by the Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, Regulation 823. To meet the needs of our requesters, we are offering USB keys in lieu of mostly obsolete CD-ROMS at the same legislated fee of $10.

FOI Service – HST Exempt	Fee
Opening a Request	$5.00
Photocopies/Computer Printouts	$0.20 per page
CD/DVD or USB Key	$10.00
Search Time	$30.00 per hour per employee
Preparing a Record of Disclosure	$30.00 per hour per employee

Licenses – HST Exempt	Fee
Annual Bed & Breakfast License	$ 200.00 (including inspection)
Annual Refreshment Vehicle License	$500.00 (including inspection)
Annual Hawkers and Peddlers License	$400.00

License Agreements	$400.00 + expenses
Marriage Licenses	$125.00
Annual Salvage Yard License	$200.00 (including inspection)

Municipal By-Law Enforcement

Parking Fees – By-law 39/2008 – HST Included

Meter and Pay Display	Fee
6 minutes	$0.15
12 minutes	$0.30
30 minutes	$0.75
60 minutes	$1.50

Municipal Mill Street Boat Launch / Mill Street Parking Lots – HST Exempt

All Vehicles	Fee
Hourly	$ 1.50 per hour up to a maximum of $ 15.00 per day
Seasonal Pass (Resident)	$ 225.00 per calendar year
Seasonal Pass (Non-Resident)	$ 300.00 per calendar year

Payment Options Legitimate nickels, dimes, quarters, loonies, toonies, or any combination thereof to a maximum of $4.00 or 4 hours, being the maximum allowable parking time at any meter is considered valid. Pennies ($0.01) will not be accepted by any parking meter.

Applicable taxes are included within the Parking Meter Fees.

Accessible Parking

There is no fee for designated handicapped parking spaces or use of regular parking spaces in accordance with the Traffic By-law.

There is no fee for persons operating a vehicle to which a valid Ontario Veteran license plate is registered and affixed in accordance with the Traffic By-law.

Parking Meter Rental – HST Included

Considered at the discretion of the Municipal By-Law Enforcement during construction and/or building renovation or while moving in/out of a building.

Daily	$ 15.00 per rental
Deposit (refunded at end of rental)	$10.00

Parking Offences and Penalties – By-law 10/2024

For all parking offences and penalties, please refer to By-law 10/2024.

Municipal Enforcement – HST Applicable

Service	Fee
Inspection Fee This fee applies to inspections carried out after the initial inspection and education has taken place. It is to be issued when an officer reinspects a property and finds that it is still not in compliance. It also applies to vacant property that are not in compliance.	$ 100.00 Each
Service	**Fee**
Issuance of 1st Order/Notice This fee applies after an order or notice has been issued for a property for compliance. This fee only applies for the first order issued to the property and owner(s) for a violation.	$ 200.00 Each
Issuance of 2nd Order/Notice This fee applies after an order or notice has been issued for a property for compliance. This applies for every subsequent order or notice issued to the property and owner(s) for the same violation.	$ 325.00 Each
Issuance of a Summons This fee applies when a summons is issued to an owner(s) of a property for a violation, and which summons produces a guilty decision, or in which the owner and municipality come to an agreement.	$ 600.00
Legal Fees This fee applies to any legal fees incurred by the Municipality in the prosecution of a POA charge. This fee only applies if the prosecution results in a guilty decision, or an agreement is reached with the accused.	Actual Cost

Municipal Enforcement - HST Exempt

Service	Fee
Officer on Site This fee applies when an officer attends a property for the purpose of observing remediation.	$125.00 Per Hour, Per Officer

Administration Fee This fee applies when the Municipality incurs costs for remediation.	25% surcharge over actual cost

Property Standards – By-law 69/2006

Order	Fee
Registration or Discharge of Order	$ 200.00
Application to Appeal	$ 250.00

Licensing of Trailers for Temporary Accommodations – By-law 22/2016

License	Fee
License Fee	$25.00
Security Deposit	$2500.00
Total	$2525.00

Temporary Patio Fees – HST Exempt

Service Provided	Fee	Additional Description
Application Fee	$65.00	Application fee for technical review. Nonrefundable.
Seasonal Temporary Patio Permit – First Year	$210+$1,250 refundable deposit	Permit Fee for the installation of temporary patios for restaurants and Eateries. A deposit of $1250 is required prior to commencement of work, and is taken as a security deposit, which will be refunded after completion of the work provided there is no damage to Municipal property.
Seasonal Temporary Patio Permit – Following Years	$150+$1,000 deposit	Permit fee is for returning patios with no design changes. If the patio is redesigned it will be considered in its "first year" and will be subject to those reviews. The deposit is solely for security to repair any damage to Municipal property and will be returned upon satisfactory inspection, following the removal of the patio.
Parking Space Rental for Patio	$15 per day per space	These fees will be charged based on the installation of the patio and will only be charged for days in which parking meter fees are in effect.
Removable Temporary Patio	$50	Permit Fee for those temporary patios that are removed nightly.

Miscellaneous

Other Fees and Charges	Fee
Signs (per sign basis)	Signs 1m2 and under $ 50.00 per sign Signs greater than 1m2 $200 per sign
Sandwich Board Signs	New Sign $75.00 per sign Annual Renewal (Jan 1-Jan 31) $25.00 Annual Renewal (on or after February 1) $75.00
Sidewalk Merchandise Permit	New $75.00 Annual Renewal (Jan 1-Jan 31) $25.00 Annual Renewal (on or after February 1) $75.00
Outdoor Restaurant/Patio	New $75.00 Annual Renewal $25.00
Pools	$200.00
Noise Exemption Permit	$75.00

Parks, Recreation and Culture

Definitions:

The following definitions pertain to the booking and program structure to guide staff in determining the rental/program rate to be applied. Staff will have a full comprehensive chart with all individual fees broken down by the following defined groups. Definitions do not indicate permissions for all rentals as some requirements may be outlined in additional By-Laws and agreements (examples: Parks By-Law, Waiving or Reduction of fees policy.

Private Rental/Base Rate – applies to individuals/ groups that are renting the space for private non-revenue generating use.

Commercial or Licensed – (applicable rate plus 25%) – applies to any for profit business for revenue generating use OR any function that is licensed.

Adult – (less 15% of Base) – applies to organizations or individuals that are non-revenue generating or non-profit in nature. These organizations will provide services primarily to adults or be considered a community service organization.

Youth/Senior – (less 35% of Base) – applies to organizations or individuals that are non-revenue generating or non-profit in nature. These organizations will provide services for children, youth and seniors.

Non-local sport groups – (applicable rate plus 25%) – applies to any non-resident sport group/organization for revenue generating use

Admission Age Breakdown:

Infant 0-1
Child 2-13yrs
Youth 14-17yrs
Adult 18-54yrs
Senior 55yrs+

General Booking Notes:

- 2026 fees represent a 3% increase unless otherwise noted.
- Bookings will be charged on a one hour or half hour increment.
- Multi-day events will be charged a maximum of 12 hours per day (2 or more days booked).
- Additional Set-up or Take Down costs and/or extra clean-up will be charged at a rate of $29.07/hr./staff at the discretion of the Department of Parks, Recreation and Culture.
- Applicable admin, cancellation and NSF fees will be charged based on changes and cancellations.
- All facility reservations will be billed a non-refundable 25% at time of booking.
- Support workers attending with a patron who requires assistance will not be charged an admission fee as per the AODA customer service policy.
- Multi-visit passes expire 365 days from purchase.
- Drop-In Fees are rounded to the nearest quarter.

Parks, Recreation and Culture

SECTION A: JACK BURGER SPORTS COMPLEX

HST Applicable – user fees for 14 years and under are HST Exempt

Room Rentals (per hour, unless otherwise indicated)

Area	Base Rate 2026
Community Room	$34.98
Mezzanine (flat rate all groups)	$21.64
Upper Viewing (flat rate all groups)	$21.64
Lobby (per day)	$34.35

Arena Rentals (per hour, unless otherwise indicated)

Notes:

- Birthday party rental packages include one 1-hour ice youth rate and 2-hour youth community room rate, free set up and clean up.

Rental Group	Base Rate 2026
Ice - Mon-Fri before 4pm (all groups)	$110.34
Ice - Mon-Fri after 4pm and weekends	$214.77
Ice - Birthday party (includes tax)	$151.29
Ice - Sponsored Skate	$186.09
Floor - Sport	$69.28
Floor - Event	$93.51
Floor – Ticketed Event (flat rate)*	$1500.00
Parking Lot Per day	$193.94

*NEW rate to align with market comparators.

Arena Drop-In Programs

Program	Base Rate 2026
Public Skating	$4.61
Stick and Puck	$5.97
Floor programming	$2.00
Skate sharpening (per pair)	$6.74

Pool Rentals (per hour, unless otherwise noted)

Notes:

- Birthday party rental packages include one hour pool youth rate and 2-hour youth community room rate, free set up and clean up.
- Lifeguard costs will be allocated based on Ontario Health Regulations and at the discretion of the Department of Parks, Recreation and Culture.

Parks, Recreation and Culture

Pool Group	Base Rate 2026
Swim Teams-Per Lane (includes guard)	$19.76
Swim Teams - Full pool	$108.85
Swim Teams - Swim meet set up	$56.17
Swim Teams - Swim meet clean up	$112.41
Rentals - Base	$136.75
Rentals - Birthday party	$215.28
Rentals - Water walkway	$29.07
Lifeguards - Per guard	$29.07

Pool Drop-In Programs

Program	Base Rate 2025
Recreational Swimming	$6.71
Promo Swim (all ages)	$1.88
Drop in Aquafit/easy	$11.39
Drop in Specialty (Zumba/synchro etc.)	$15.80

Pool Registered Programs

Notes:

- Water fitness programs receive discounts for multiple day registration in a session with 15% off base for second class, 25% off base for third class, 35% off base for fourth class, 40% off base for 5th class.
- Registered programs based on 1 hour, pro-rated or increased based on length of class (i.e. 30-minute, 45-minute, 90-minute etc.)
- Lessons – Children are tax exempt
- Leadership – Applicable tax for all

Program	Base Rate 2026
Aquafitness	$9.91
Specialty Fitness/programs	$12.38
Children's Lessons – 60 mins	$11.64
Children's Lessons – 45 mins	$10.38
Children's Lessons – 30 mins	$9.62
Lessons - Private (per person 30 minute)	$30.29
Lessons - Semiprivate (per person per 30 minute)	$20.96
Bronze Medallion (includes book)	$248.34
Bronze Cross	$193.03
National Lifeguard Course	$347.73
Swim Instructor	$241.02
Lifesaving Instructor	$241.02
Recertifications courses	$68.86

SECTION B: TOWN PARK RECREATION CENTRE

Parks, Recreation and Culture

HST Applicable – user fees for 14 years and under are HST Exempt

Room Rentals (per hour unless indicated)
Notes:

- Birthday party rental packages include one hour gym youth rate and 3-hour youth community room rate, equipment and supplies; free set up and clean up.

Area	Base Rate 2026
Gymnasium	$74.98
Multipurpose Room 1	$13.00
Multipurpose Room 2	$34.98
Multipurpose Room 3	$49.17
Multipurpose Room 4	$34.98
Multipurpose Room 5	$25.24
Kitchen/servery	$34.78
Fall Fair Centre	$45.71
Birthday party package gym (20)	$250
Birthday party package basic craft (10)	$185
Birthday party package specialty (10)	$200
55 plus Membership (annual)	$25.00
55 plus Membership (annual) NON-RESIDENT*	$31.25

*NEW Non-Resident Fee; 25% higher than resident fee.

Gymnasium Drop-In Programs
Notes:

- Based on per hour and will be adjusted by length of program time.
- Gym tiers reflect set up and take down requirements.

Program	Base Rate 2026
Gym Tier 1 (i.e., badminton, basketball)	$3.61
Gym Tier 2 (i.e., pickleball)	$4.80
Gym Tier 3 (i.e., Tennis)	$4.80
Fun for Life (all ages)	$2.00
Fitness**	$10.00

Registered Programs
Notes:

- Registered programs based on 1 hour, pro-rated or increased based on length of class (i.e. 30-minute, 45-minute, 90-minute etc.)
- Childrens' programs are tax exempt
- Workshops for children/youth and youth special events flat rate including tax.
- Workshops for adults are per hour plus tax.
- Supplies may be additional cost at the discretion of the Department of Parks, Recreation and Culture.

Parks, Recreation and Culture

Program	Base Rate 2026
One hour general	$10.93
One hour specialty	$12.59
Supplies (per program/person)	$11.26
Supplies (per program/person)	$5.62
Adult Workshops (per hour plus tax)	$5.62
Youth Workshops (flat rate)	$6.56
Youth special events (dances, PA Day craze etc.) (flat rate)	$5.00
Leadership (plus tax) - LIT program	$281.38
Leadership (plus tax) - CIT Program	$163.20
Daycamp – Daily	$45.00
Daycamp – Weekly	$187.46
Daycamp - Specialty (one week)	$193.84
Daycamp - Extended hours morning (per child/wk.)	$30.00
Daycamp - Extended hours afternoon (per child/wk.)	$30.00
Fitness - One hour	$9.42

SECTION C: CANTON COMMUNITY HUB

Room Rentals (per hour unless indicated) – HST Applicable

Area	Base Rate 2026
Upper hall (previous Council Chamber)	$34.98

SECTION D: PARKS

Rentals **(**per hour unless indicated) – HST Applicable

Notes:

- 5% increase for parks fees unless otherwise indicated
- Picnic Table Rental Fee includes delivery and does not apply to not-for-profit organizations/events on municipal property
- All events taking place in parks within the Heritage Business District area will not be subject to a parks booking fee (all applicable equipment rental and park support fees still apply).

Section D: Parks Fees	
Area	*Rate
Seasonal User fee (adults/team/year)	Removed
Seasonal User fee (youth/player/year) Applies to all players in the organization	Removed
Ball Lining (adults only/field/lining)	Removed
Soccer Lining (adults only/field/lining)	Removed
Ball Diamond Premium Game (incl. grooming/lining) ADULT	$36.00
Ball Diamond Premium Game (no grooming/lining) ADULT	$20.00
Ball Diamond Premium Game (incl. grooming/lining) MINOR	$23.50
Ball Diamond Premium Game (no grooming/lining) MINOR	$18.00
Ball Diamond Premium Practice ADULT	$15.00
Ball Diamond Premium Practice MINOR	$9.75
Ball Diamond Game (incl. grooming/lining) ADULT	$33.00
Ball Diamond Game (no grooming/lining) ADULT	$18.00
Ball Diamond Game (incl. grooming/lining) MINOR	$14.50
Ball Diamond Practice ADULT	$15.00
Ball Diamond Practice MINOR	$6.00
Soccer Game (incl. cutting/lining) ADULT	$33.00
Soccer Game (incl. cutting/lining) MINOR	$14.50
Soccer Practice ADULT	$15.00
Soccer Practice MINOR	$6.00
Lights (up to 2hrs/field/night)	$30.10
Lights (over 2hrs/field/night)	$60.19
Grooming/Basic usage (adults only/field/day)	Removed
Sport field/park per hour (resident)	$21.57
Sport field/park per hour (Non-sport use/Commercial/Non-Resident Use)	$36.00
Tournament (per field/day includes 1 lining) ADULT	$202.86
Tournament (per field/day includes 1 lining) MINOR	$131.86
Parking Lot fee/lot/day	$250.00
Picnic table rental (per table up to 3 days)	$17.04
Delivery/Retrieval (flat fee)	$64.51
Storage (FFC vehicle storage per foot per season)	Removed
Storage FFC/Vehicle/Season (up to 30 ft)	$475.00
Storage FFC/Vehicle/Season (up to 30 ft) Non-Resident	$600.00
Memorial Park Rental	Nil
Filming/day	$1,000.00
*Departmental discounts noted at introduction to PRC fees not applicable	

Roads

Roads Services – HST Exempt (U) = Urban (301-000-0000-4255) (R) = Rural (302-000-0000-4255)	Fees
Item # 1 - (U) Residential Storm Service	$1648 Fee payable upon residential connection to an existing municipal storm sewer lateral at property line (ie. stub), fee applicable to vacant lots and lots with existing dwellings which were preserviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision. The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type. Flat rate fee, intended to recover the average cost of preservicing vacant residential lots or potentially severable lots from main to property line during road reconstruction or service main replacement, storm service may have been constructed by public tender or by in-house forces, material costs include 6" PVC storm pipe and main tee, includes traffic control, fee includes cost of main construction.
Item # 2 - (U) Asphalt Reinstatement	$1050 Reinstatement of roadway asphalt removed during construction by third party utility companies, fee not applicable for private contracted servicing work. Flat rate fee per occurrence (minimum 3m x 3m x 90 mm charge), intended to recover costs associated with reinstating asphalt which was removed by third party utility companies only (ie. Bell, Cable, Gas), includes traffic control / flagman, timing of works contingent upon availability of Public Works Department resources, reinstatement of work performed by private servicing contractors at discretion of Director of Works and Engineering.
Item # 3 - (U) Sidewalk Construction	$1653 Flat rate fee per occurrence (minimum 20ft length), intended to recover costs associated with reinstating concrete sidewalk which was removed by third party utility companies (ie. Bell, Cable, Gas) or damages incurred by non-municipal operations. Includes traffic control / flagman, timing of works contingent upon availability of Public Works Department resources.

Item # 4 - (U) Curb Construction	$1653 Flat rate fee per occurrence (minimum 20ft length), intended to recover costs associated with reinstating concrete sidewalk which was removed by third party utility companies (ie. Bell, Cable, Gas) or damages incurred by non-municipal operations. Includes traffic control / flagman, timing of works contingent upon availability of Public Works Department resources.
Roads Services – HST Exempt unless stated (U) = Urban (301-000-0000-4255) (R) = Rural (302-000-0000-4255)	Fees
Item # 5 - (U) Curb Cutting	$1000 Widening of an existing residential / commercial / industrial entrance curb in accordance with maximum width provided in the Zoning By-law. Flat rate fee, intended to recover costs for removing barrier curb for private entrances (new or widening), sublet to third party contractor at discretion of Director of Works and Engineering.
Item # 6 - (U) Private Sweeping	$180.25/hr Rate (minimum 1 hour charge per occurrence) intended to cover costs of sweeping un-assumed subdivision streets at the request of the Developer or as deemed necessary by the Director of Works and Engineering (ie. responsibility of the Developer and debris caused by homebuilders).
Item # 7 - (U) Vacant Lot Grass Cutting	$103/hour – 1 hour minimum charge Cutting grass on privately owned vacant lots at default of property standards or as deemed necessary by Director of Works and Engineering.
Item # 8 - (U)(R) Winter Maintenance of Un-assumed Roads	$150/hour Snowplow / Operator plus $120 per metric tonne salt Plowing, sanding and salting where required on un-assumed subdivision roads (ie. within Municipal Road allowances) as deemed necessary by Director of Works and Engineering.
Item # 9 - (U)(R) Property Inquiry Request (lot grading compliance) - HST Applicable	$150 Certification of compliance of lot grading, drainage and constructed services in accordance with approved drawings, conditional upon receipt of Certificate of Compliance issued by Developer's Engineer.
Item # 10 - (U)(R) Entrance Culvert Installation	$3000 (minimum)<= 9 meters plus $350 (minimum) per meters thereafter Intended to recover all costs associated with installing new entrance culverts for single family residential infilling (not commercial/industrial or subdivision developments), including traffic control costs. Total costs (if greater than $3000) will be determined upon permit approval.

Item # 11 - (U)(R) Entrance Culvert Extension	$200 per foot Rate per foot of culvert extension (maximum 2-foot diameter), intended to recover costs for widening existing single family residential entrance culverts, includes traffic control costs.
Item # 12 - (U)(R) Private Roadway Signage	$309 Supply and installation of roadway signage within Municipal Road allowance at request of private owner where signage is not required under provisions of OTM, signage shall become property and responsibility of Municipality including future replacement. Flat rate fee per occurrence, material costs include sign, post and hardware and nominal fee for future replacement. Signage installation at the discretion of the Director of Works and Engineering
Roads Services – HST Exempt (U) = Urban (301-000-0000-4255) (R) = Rural (302-000-0000-4255)	Fees
Item # 13 - Road Occupancy Permit	$206 Any work occupying Municipal right-of-way or portions thereof, requires submission of a Traffic Control Plan in accordance with OTM Book 7, review of applicable securities and insurance, fee not applicable to permitted special events. Flat rate fee per occurrence, fee not applicable to Capital work projects or agents / contractors thereof, utility companies with franchise agreements required to notify road authority of work activity. Road Occupancy Permits related to filming will incur staff time fees to have roads staff set up and monitor traffic control as calculated by time indicated on Road Occupancy Permit Application.

Item # 15 - Staff Time	$ 47.37 <1 Hour plus $47.37 /hr Dispatch of a roads operator during normal working hours at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering. May include Item #17
Item # 16 - Staff Time After Hours	$142.11 <1 Hour plus $71.05 /hr Dispatch of a roads operator outside of normal working hours / weekends / statutory holidays, at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering or designate. May include Item #17
Item # 17 – Vehicle / Equipment	Will be set as required by referring to the Ontario Provincial Standard Schedule of Rental Rates for Construction Equipment, Including Model and Specification Reference most current version as updated from time to time
Roads Services – HST Exempt (U) = Urban (301-000-0000-4255) (R) = Rural (302-000-0000-4255)	Fees
Item # 18 – Boulevard Tree Planting	$545/previous years average Residents are able to donate to the Municipality to have a tree planted in the boulevard by their homes. The tree will be planted at the same time as the annual tree planting contract. Approved species are available on the website for residents to choose. The fee includes the purchases of the tree, planting by the awarded contractor, and a two-year warranty to ensure survival.

Engineering Service Fees

Works & Engineering Services Engineering Admin Service Fee (303-000-0000-4255)	Fees
Item # 1 - Servicing and Grading Review - HST Applicable	$515 Review of site servicing (water, sanitary, storm) to ensure compliance with municipal standards, review of lot grading and drainage, review design reports for structural retaining walls and fences and slope hazards, includes field investigation and routine construction inspection where required. Flat rate fee is intended to ensure compliance to Municipal standards and for the protection against negative impacts to abutting lands.

Works and Engineering

Item # 2 - Municipal Utility Locate Fee - HST Applicable	$212 Physically locate Municipal water, sanitary and storm sewer laterals and mains within Municipal Road allowance vis-à-vis surface demarcations (ie. required condition of severance applications, building additions, private service replacements), confirmation of separate municipal services to separate dwellings. Flat rate fee per occurrence, includes written locate drawing, field investigation, review of sewer / water locate cards and GIS database, field demarcation and traffic control, material cost includes spray paint and grade stakes where applicable and repairs/maintenance of electronic locator device, dye tablet testing of sanitary laterals and camera investigation of laterals where applicable and at discretion of Director of Works and Engineering or designate.
Works & Engineering Services Engineering Admin Service Fee (303-000-0000-4255) HST Applicable	Fees
Item # 4 - Servicing Inspection	$283.00 per service type Inspection of: Water- 510-502-0000-4255, Sanitary - 303-000-0000-4255 Storm sewer services - 303-000-0000-4255 Installed by private third-party contractors to ensure compliance with Municipal standards, fee applicable for infilling, excludes lots under umbrella of subdivision agreements. Servicing inspection fee is for one 3/4" or 1" water service, one 6" sanitary service c/w 4" reducer and one 6" storm service (additional fees will be required for additional and/or larger services. Flat rate fee per occurrence, intended to recover costs associated with inspecting the construction of water, sanitary and/or storm services from main to property line by private third party contractors, intended for single family residential infilling (not commercial/industrial and subdivision developments), includes costs for 'as-constructed' measurements and records, creation of water and sewer database cards and GIS input, does not include mainstop installation by licensed water distribution operator. This fee may be divided by the number of services required for inspection.

Item # 5 - Demolition Inspection	$309 Review and approval of proposals for abandonment of Municipal services (water, sanitary or storm), including inspection of capping following demolition. Deposit required to ensure that the private demolition contractor complies with Municipal requirements for properly abandoning Municipal services at the main unless otherwise directed by the Director of Works and Engineering or designate, including capping sanitary and storm laterals and capping mainstop at watermain. Deposit less deficiencies to be returned upon satisfaction of Director of Works and Engineering or designate.
Item # 6 - Detail Review and Approval of on-site/off-site	4.5% of Total Development Cost <=$200,000 plus 2.5% thereafter Review of site servicing (water, sanitary, storm) to ensure compliance with municipal standards, review of lot grading and drainage, review design reports for structural retaining walls and fences and slope hazards, includes field investigation and routine construction inspection where required.
Item # 7 – Administration Fee	$50 per hour Intended to recover the costs of processing applications and scheduling items listed as “Time plus Materials”.

Refundable Deposits

Works & Engineering Services W & E Refundable Deposits (303000-0000-2420) – HST Exempt	Fees
Item # 8 - Private Servicing Refundable Deposit Deposit required to ensure that private servicing work, grading and drainage and reinstatement of Municipal Road allowance and appurtenances thereof are constructed to Municipal standards and according to approved drawings, deposit less deficiencies to be returned upon satisfaction of the Director of Works and Engineering	$2060 Flat rate fee per occurrence, intended to ensure compliance with approved drawings and municipal standards and that deficiencies are corrected in a timely manner, not usually a problem with infilling lots but mainly with subdivision lots wherein lots are sold by developer to home builder or where homeowner changes grading (ie. swimming pool installation) prior to release of subdivision securities, subdivision agreements to include clause requiring builders to submit deposit prior to building permit and regarding requirement for plot plans.

Site Alteration and Fill Permit Applications – HST Exempt

Assumptions for all size fill operations

1. Staff member responsible is the Director of Works and Engineering
2. Allow $75.44 per hour which includes, salary & overhead
3. Time estimated below is minimum anticipated time for review and inspections
4. Security deposits commensurate with the work would be required to cover off damages to roads and infrastructure
5. Costs of land use planning reports/environmental impact studies, peer review and any soil testing to be done at applicant's expense
6. All volume amounts would be determined from plans and profiles submitted by the applicant and checked by staff. This prevents having to deal with truck way slips and saves staff resources

Summary - Permit costs on Cost Recovery Basis would be:

Minor Fill Operation (less than 100m3)	$150.88
Small Fill Operation (100 to 500m3)	$754.40
Large Fill Operation (more than 500m3)	$905.28 plus $1.81/m3 in excess of the first 500m3

Site Alteration and Fill Permit Application Administration Minor Fill Operation:

- Placing or dumping less than 100m3 of fill
- Typical load for standard dual axle dump truck ~10m3 - less than 10 trucks - typical for lawn or garden
- Minimal staff review

Action	Time (hrs)	Salary/Rate	Est. Cost
Staff time processing permit application - determination of: • fill control plan (5.2(f)) • truck routes (5.3) • mud mats and dust control (5.4)	1.0	$75.44/hr	$75.44
Time monitoring operation	N/A	N/A	N/A
Responding to complaints or questions	0.5	$75.44/hr	$37.72
Communications with permit holder or applicant	0.5	$75.44/hr	$37.72
Reviewing reports, studies, surveys, documentation	N/A	N/A	N/A
Total	2.0	N/A	$150.88

Site Alteration and Fill Permit Application Administration Small Fill Operation:

- Placing or dumping between 100m3 and 500m3 of fill
- ~10 to 50 dump trucks
- Review of application including fill control plan to ensure no adverse impact on site and Neighbouring properties
- Monitoring of operation
- Complaints re noise, dust, mud and volume of traffic
- Enforcement for non-compliance

Assumptions for Small Fill Operations:
One initial visit at application and one during the work, one final.

Action	Time (hrs)	Salary/Rate	Est. Cost
Staff time processing permit application - determination of: • fill control plan (5.2(f)) • truck routes (5.3) • mud mats and dust control (5.4)	3.0	$75.440/hr	$226.32
Time monitoring operation (three visits 1hr each)	3.0	$75.44/hr	$226.32
Responding to complaints or questions	1.0	$75.44/hr	$75.44
Communications with permit holder or applicant	1.0	$75.44/hr	$75.44
Reviewing reports, studies, surveys, documentation	2.0	$75.44/hr	$150.88
Total	10hrs	N/A	$754.40

Site Alteration and Fill Permit Application Administration Large Fill Operation

- Placing or dumping more than 500m3 of fill
- More than 50 dump trucks
- Detailed information for fill control plan
- Consultants for review
- Longer operation requiring continued monitoring
- Additional enforcement

Assumptions for Large Fill Operations

- Application and review costs the same as for Small fill operations and the permit covers all costs for the first 500m3
- Additional costs for ongoing monitoring for the fill in excess of the first 500 m3 are included in costs per cubic metre.
- Time for site visits and dealing with duration of truck traffic and public concerns and additional communications with Owner factor into the unit costs per cubic metre.

Calculation Table to Determine Costs per Cubic Metre Based on subsequent 500m3

Action	Staff Time (hrs)	Cost
Two site visits at 1.5 hrs each	3.0	$226.32
Responding to complaints or questions of the public and instructions to other municipal staff concerning signage or haul routes and traffic control	4.0	$301.76
Communications with permit holder or applicant	2.0	$150.88
Reviewing reports, studies, surveys, documentation, soil tests, communicating with applicant's consultants	3.0	$226.32
Total based on 500m3	12.0	$905.28
Prorated per cubic metre ($600/500m3)		$1.81/m3

Encroachment Permits/Agreements – HST Exempt

Service Provided	Fee	Additional Description
Application Fee	$65.00	Application fee for technical review. Nonrefundable.
Minor Encroachment Permit	$210+$1,250 refundable deposit	New entrances, driveway widening, landscaping etc. A deposit of $1250 is required prior to commencement of work. This deposit will be refunded once the work is completed and all fees are paid.
Minor Encroachment Service	Actual cost	This fee is charged should the Municipality be engaged in any works to complete the minor encroachment (i.e. Curb cutting)
Major Encroachment Permit or Agreement	$1,898	Permanent Structures (Plus Admin & Legal Fees - See Legal and Legislative Services Schedule)

Transit – HST Exempt

Transit Bus Revenue (390-390-0000-4301)	Fee
Infant Transit (age 3 or under)	Free

Student Transit (per trip)[1] Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional / specialized/ shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	$2.00 $2.00 per trip (does not include shuttle transfer) Cash fare per trip, photo identification may be required by Transit Operator as proof of age.
Student Transit (monthly)[2] Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional / specialized / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	$15.00 Pass includes transfer to Inter-Municipal shuttle and Rolls
Transit Bus Revenue (390-390-0000-4301)	Fee
Student Pass (Reduced Hours)[3] Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional/shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	$15.00 Does not include transfers to Inter-Municipal shuttle or the Rolls Photo identification may be required by Transit Operator as proof of eligibility

Adult Transit (per trip)[4] Adult shall be any person of age 18 to 54 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	$2.50 $2.50 per trip (does not include shuttle transfer) cash fare per trip, photo identification may be required by Transit Operator as proof of age
Adult Transit (monthly)[5] Adult shall be any person of age 18 to 54 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	$60.00 Pass includes transfer to Inter-Municipal shuttle and Rolls
Senior Transit (per trip)[6] Senior shall be any person of age 55 or over, applicable for patrons of conventional / specialized / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	$2.00 Does not include shuttle transfer Cash fare per trip, photo identification may be required by Transit Operator as proof of age
Senior Transit (monthly)[7] Senior shall be any person over the age of 55 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	$30.00 Pass includes transfer to Inter-Municipal shuttle and Rolls
Inter-Municipal Shuttle	$1.00 (bus transfer) or $2.00 (Cobourg shuttle only)

1. Age 4 to 17, does not include Inter-Municipal shuttle transfer or rolls
2. Age 4 to 17, includes Inter-Municipal shuttle transfer or rolls
3. Age 4 to 17, does not include Inter-Municipal shuttle transfer or rolls
4. Age 18 to 54, does not include Inter-Municipal shuttle transfer or rolls
5. Age 18 to 54, includes Inter-Municipal shuttle transfer or rolls
6. Age 55 and over, does not include Inter-Municipal shuttle transfer or rolls
7. Age 55 and over, includes Inter-Municipal shuttle transfer or rolls Building Services