

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 76-2024

*A By-law to Prescribe Fees for Services provided by
the Municipality of Port Hope and Repeal By-law 74-2023*

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-14-24 at the Committee of the Whole meeting on October 1, 2024;

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 on the attached Schedules 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. This By-law shall come into force and effect on January 1, 2025.
4. THAT By-law 74-2023 is hereby repealed.

BY-LAW READ AND PASSED in Open Council this 26th day of November, 2024.

Olena Hankivsky, Mayor

Shrishma Davé, Clerk

Criminal Record Checks*	Volunteer	Students & Employment
Police Criminal Record Check	\$0.00	\$52.50
Police Criminal Record & Judicial Matters Check	\$0.00	\$52.50
Police Vulnerable Sector Check	\$21.00	\$52.50
Certified Copies of Any of the Above **	\$5.25	\$5.25

*All fees include HST

**Cannot give copies of Vulnerable Sector Checks. Vulnerable Sector checks can only be done for individuals that live in the Urban Area of the Municipality of Port Hope.

Other Criminal Record Checks*	Fee
Record Suspension Applications (Pardon)	\$52.50
Cannabis Expedited Record Suspension (Pardon)	\$52.50
Change of Name Application	\$52.50
Immigration Purposes	\$52.50
File Destruction	\$52.50
Certified Copies of Any of the Above	\$5.25

*All fees include HST

Fingerprints*	Fee
For Passports, Pardons, Employment	\$52.50 + RCMP fee (if applicable)
For Vulnerable Sector Hit Confirmation for Volunteer	\$0.00
For Vulnerable Sector Hit Confirmation for Student & Employment	\$52.50 + RCMP fee (if applicable)

*All fees include HST

Freedom Of Information Requests*	Legislated Fees
Application Fee	\$5.00
Photocopies and Computer Printouts	\$0.20 per page
CD/DVD	\$10.00 per disk
Search Time	\$7.50 per 15 minutes per employee
Preparation Time	\$7.50 per 15 minutes per employee
Computer Time	\$15.00 per 15 minutes per employee
Other Costs Incurred	Any other costs incurred can be recovered if the Police Service has received an invoice for said costs

*All fees include HST

Insurance Companies	Fee
Police Reports	\$100.00
Collision Investigator's Report	\$367.50

*All fees include HST

Video Statements*	Fee
For all parties	\$52.50

*All fees include HST

False Alarms	Fee
Residential & Commercial	\$150.00

Paid Duty Fees

First Class Constable Rate	Rate	Admin fee	Total Rate	HST	Total
First 4 Hours	\$484.11	\$96.82	\$580.93	75.52	\$656.45
Each additional hour or part thereof	\$121.03	\$24.20	\$145.23	\$18.88	\$164.11
Police Vehicle for each hour or part thereof	\$38.94	\$0.00	\$38.94	\$5.06	\$44.00
Sergeant Rate	Rate	Admin fee	Total Rate	HST	Total
First 4 Hours	\$544.61	\$108.92	\$653.53	\$84.96	\$738.49
Each additional hour or part thereof	\$136.15	\$27.23	\$163.38	\$21.24	\$184.62

*Paid Duty Assignments are subject to a 4-hour minimum.

**Any paid duty assignment requiring four (4) or more Members shall require one (1) of said Members to be a Sergeant

***There is a minimum 48-hour cancellation policy. Failure to give sufficient notice of cancellation will result in a 4-hour minimum fee per scheduled member.

****A minimum of seven (7) calendar days' notice is required to arrange paid duties. If less than 7 calendar days' notice is provided, an additional short-notice administrative fee will be charged at 10% of the total fees.

Roads

Roads Services (U) = Urban (301-000-0000-4255) (R) = Rural (302-000-0000-4255)	Fees
Item # 1 - (U) Residential Storm Service	<p>\$1648</p> <p>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 pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision.</p> <p>The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type.</p> <p>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, 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.</p>
Item # 2 - (U) Asphalt Reinstatement	<p>\$1050</p> <p>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.</p>
Item # 3 - (U) Sidewalk Construction	<p>\$1653</p> <p>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.</p>
Item # 4 - (U) Curb Construction	<p>\$1653</p> <p>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.</p>

Roads Services (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)	\$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 (U) = Urban (301-000-0000-4255) (R) = Rural (302-000-0000-4255)	Fees
Item # 13 - Road Occupancy Permit	<p>\$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.</p> <p>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.</p> <p>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.</p>
Item # 14 - Entrance Permit	<p>\$250 + \$1,250 refundable deposit Review and approval of new residential entrances, includes field investigation where required, (see Note 5), fee shall not be in addition to approved applications under Site Plan Control (Minor or Major), Plan of Subdivision, OPA, ZBA, Minor Variance or Consent to Sever.</p> <p>Flat rate fee per occurrence, intended to recover costs associated with review and approval of new entrances including sight line visibility, culvert requirements, roadway signage.</p>
Item # 15 - Staff Time	<p>\$ 44.06 <1 Hour plus \$44.06/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</p>
Item # 16 - Staff Time After Hours	<p>\$132.19 <1 Hour plus \$66.10/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</p>
Item # 17 – Vehicle / Equipment	<p>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</p>

Roads Services (U) = Urban (301-000-0000-4255) (R) = Rural (302-000-0000-4255)	Fees
Item # 18 – Boulevard Tree Planting	<p>\$545/previous years average</p> <p>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.</p>

Engineering Service Fees

Works & Engineering Services Engineering Admin Service Fee (303-000-0000-4255)	Fees
Item # 1 - Servicing and Grading Review	<p>\$515</p> <p>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.</p>
Item # 2 - Municipal Utility Locate Fee	<p>\$212</p> <p>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.</p>
Item # 3 - Encroachment Permit	<p>\$412</p> <p>Review and approval of private encroachments within the Municipal Road allowance (ie. stone retaining walls, porches, steps, landscape features and appurtenances), permit is conditional upon approval of required encroachment agreement by Council. Includes field investigation where required. Flat rate fee per occurrence.</p>

Works & Engineering Services Engineering Admin Service Fee (303-000-0000-4255)	Fees
<p>Item # 4 - Servicing Inspection</p>	<p>\$283.00 per service type Inspection of: Water- 510-502-0000-4255, Sanitary - 303-000-0000-4255 Storm sewer services - 303-000-0000-4255</p> <p>Installed by private third-party contractors to ensure compliance with Municipal standards, fee applicable for infilling, excludes lots under umbrella of subdivision agreements.</p> <p>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.</p>
<p>Item # 5 - Demolition Inspection</p>	<p>\$309 Review and approval of proposals for abandonment of Municipal services (water, sanitary or storm), including inspection of capping following demolition.</p> <p>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.</p>
<p>Item # 6 - Detail Review and Approval of on-site/off-site</p>	<p>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.</p>
<p>Item # 7 – Administration Fee</p>	<p>\$50 per hour Intended to recover the costs of processing applications and scheduling items listed as "Time plus Materials".</p>

Refundable Deposits

Works & Engineering Services W & E Refundable Deposits (303-000-0000-2420)	Fees
<p>Item # 8 - Private Servicing Refundable Deposit</p> <p>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</p>	<p>\$2060</p> <p>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.</p>

Site Alteration and Fill Permit Applications**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 applicants 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 100m ³)	\$150.88
Small Fill Operation (100 to 500m ³)	\$754.40
Large Fill Operation (more than 500m ³)	\$905.28 plus \$1.81/m ³ in excess of the first 500m ³

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 500m ³	12.0	\$905.28
Prorated per cubic metre (\$600/500m³)		\$1.81/m³

Water Services

Water Distribution Meters (510-500-0000-4256)	Fees
Item # 1 - 1" Water Meter	<p>\$856 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).</p>
Item # 2 - 5/8" Water Meter	<p>\$625 Supply and installation of a new I water meter (5/8" chamber x 3/4" ears) 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).</p>
Item # 3 – Industrial, Commercial, and Institutional Water Meter	<p>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 Department operators to prevent theft of water).</p>

Water Distribution Meter Repairs (510-500-0000 4256)	Fees
Item # 4 - Obstructed Water Meter	<p>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 contractor to correct obstruction to maintain legal access to water meter and sensor, fee shall include staff time, burdens, and flat rate administration fee.</p>
Item # 5 - Meter Certification (Meter Test)	<p>\$344 for a meter <1" / >1" will be time plus material cost Written correspondence regarding physical test results of residential water meters at the request of homeowners. 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 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" 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</p>

Environmental Services
Water & Wastewater Services

Water Distribution Meter Repairs (510-500-0000 4256)	Fees
	associated with removing and installing water meter. Replacement meter is payable by the owner.
Item # 6 – Backflow Inspection	<p>\$113 For commercial development projects which are to be held responsible for the certification of the backflows. Director of Works and Engineering or designate approval for public connections.</p> <p>Backflow fee of \$110 per certification is consistent with going contractor rates. Includes Time, Paperwork and money to offset training and certification of BF Testing equipment.</p> <p>The owner is responsible for covering costs to replace borrowed/rented MPH backflow preventers damaged by frost and/or freezing.</p>
Water Distribution Services (510-500-0000-4255)	Fees
Item # 7 - Abandonment of Water Service	<p>\$3708 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 \$3708 at the discretion of the Director, Environmental Services</p>
Item # 8 - Damaged Curbstop	<p>\$688 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.</p> <p>Intentional Damage may include negligence such as not obtaining locates and is at the Discretion of the Director, Environmental Services</p>
Item # 9 - Service Call During Operating Hours	<p>\$57 <1 hour plus \$57 /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.</p>

Water Distribution Services (510-500-0000-4255)	Fees
Item # 10 - Service Call After Operating Hours	<p>\$168 <1 hour plus \$168 /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.</p>
Item # 11 - Residential Water Service Tapping up to 50mm (2 inch)	<p>\$580 Customer to supply parts and materials. Approved contractor shall expose watermain and prepare trench in accordance with OSHA and to the satisfaction of the Director, Works and Engineering or designate and a licensed Water Operator shall live tap the watermain and install the mainstop in accordance with SDWA Provincial, Municipal and AWWA 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.</p>
Item # 12 - Residential Water Service Connection (existing dwelling utilizing a private well)	<p>\$1536 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.</p> <p>The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type.</p> <p>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 \$1491 at the discretion of the Director of Works and Engineering or designate.</p>
Item # 13 - Residential Water Service Connection (vacant lot)	<p>\$3900 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 or at the discretion of the Director, Environmental Services or designate.</p> <p>The Works & Engineering 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</p>

Environmental Services
Water & Wastewater Services

Water Distribution Services (510-500-0000-4255)	Fees
	<p>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 in-house 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.</p>
Water Distribution Hydrants (510-500-0000-4400)	Fees
<p>Item # 14 - Hydrant Meter</p>	<p>\$227 per meter plus per cubic meter consumption as per rate study. 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 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.</p>
<p>Item # 15 - Hydrant Flow Test Supervision</p>	<p>\$335 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).</p>
WTP Pumphouse Sales (Bulk Water) (510-500-0000-4752)	Fees
<p>Item # 16 - Bulk Water Consumption</p>	<p>\$2.53 per cubic meter For bulk water at the Water Treatment Plant's automated bulk water depot.</p>

Water Billing (510-500-0000-4750)	Fees
<p>Item # 17 – Unmetered Water Consumption For Development</p>	<p>\$100 – Single Family Dwelling \$100 per unit – Semi Detached \$300 flat rate and \$50 per unit -Town/Condo. Over 25 units TBD by Director of W&E or designate \$TBD by Director of W&E or designate-Commercial/Industrial</p> <p>Based on a per home being built by developers up to 10 m3. 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 as approved by the Director of Works and Engineering or designate.</p> <p>MPH recommends using metered water where possible. The owner is responsible for covering costs to replace meters damaged by frost and/or freezing.</p>

Wastewater Services

Sanitary Sewer Revenue (410-450-0000-4255)	Fees
Item # 1 - Residential Sanitary Service (vacant lot)	<p>\$4372 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.</p> <p>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 older than 20 years or at the discretion of the Director of Works and Engineering, Director of Environmental Services, or designate.</p>
Item # 2 - Residential Sanitary Service (existing dwelling)	<p>\$1772 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.</p> <p>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 older than 20 years or at the discretion of the Director of Works and Engineering, Director of Environmental Services or designate.</p>
Item # 3 - Service Call (During Operating Hours)	<p>\$57 <1 Hour plus \$57/hr thereafter per operator required Dispatch of a licensed collections 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.</p>
Item # 4 - Service Call (After Operating Hours)	<p>\$168 <1 hour plus \$168/hr thereafter per operator required Dispatch of a licensed collections 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.</p>
Item # 5 - Obstructed Clean-Out	<p>\$ Service Call plus Materials.</p>

Environmental Services
Water & Wastewater Services

Sanitary Sewer Revenue (410-450-0000-4255)	Fees
Item # 6 - Abandonment of Sanitary Service	\$4223 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 \$4223 at the discretion of the Director of Works and Engineering. Director of Environmental Services or designate.
Item # 7 - Damaged Clean-out cap	\$175 Cost to replace a damaged clean out cap only.
Item # 8 - Damaged Clean-out	\$708 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	\$168/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.

Wastewater Services Sanitary Waste Disposal Revenue (410-450-0000-4757)	Fees
Item # 10 - Septage Waste Disposal Permit	\$175 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	\$0.014/litre For bulk septage disposal at the Wastewater Treatment Plant's disposal depot during normal working hours.
Item # 12 - Septage Waste Disposal After Hours	\$168 per load plus \$0.014/litre For bulk septage disposal at the Wastewater Treatment Plant's disposal depot after normal working hours.

Heritage Plaques

Type of Application	Fee
Sale of Heritage Plaques	\$ 350.00

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

Planning

Type of Application	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
Plan of Subdivision or Condominium - request for final approval	\$1,500 + \$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
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	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 >=3 rd 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
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

Transit

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
<p>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)</p>	<p>\$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</p>
<p>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)</p>	<p>\$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</p>
<p>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)</p>	<p>\$60.00 Pass includes transfer to Inter-Municipal shuttle and Rolls</p>
<p>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)</p>	<p>\$2.00 Does not include shuttle transfer Cash fare per trip, photo identification may be required by Transit Operator as proof of age</p>
<p>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)</p>	<p>\$30.00 Pass includes transfer to Inter-Municipal shuttle and Rolls</p>
<p>Inter-Municipal Shuttle</p>	<p>\$1.00 (bus transfer) or \$2.00 (Cobourg shuttle only)</p>

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

* Fees Based on 100% Cost Recovery

Classification / Fee Type	Minimum Fee	Adjusted Fee
Group 'C' - New construction and additions to Low Density Residential <ul style="list-style-type: none"> > Single Detached > Semi-Detached > Townhouse > Row House > Duplex > Converted Dwelling > Mobile Home > Garden Suite > All Other Group 'C' Occupancies 	\$2,445 / dwelling unit up to 1,500 ft ² of floor area. Floor area applies to finished floor area and attached garage.	\$1.63 / ft ² for dwellings with a floor area over 1,500 ft ² .
Group 'C' - New construction and additions to Multiple Residential <ul style="list-style-type: none"> > Triple > Quadraplex > Apartment Building > Any other multiple unit dwelling over 2 units 	\$2,445 / suite up to 1,500 ft ² of floor area. Floor area applies to finished floor area and attached garage.	\$1.63 / ft ² for suites with a floor area over 1,500 ft ² .
Group 'C' - Residential - Major alterations and renovations <ul style="list-style-type: none"> > Finished Basement > Apartment-In-House > Kitchen Renovation 	\$1630 / dwelling unit up to 1000 ft ² of floor area. Floor area applies to finished floor area and attached garage.	\$1.63 / ft ² for dwellings with a floor area over 1000 ft ² .
Group 'C' - Residential - Minor additions, alterations, and renovations <ul style="list-style-type: none"> > Garage > Carport > Deck > Porch > Accessory Building 	\$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, complete building or shell only	\$3,960 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.	\$1.80 / ft ² for buildings with a floor area over 2,200 ft ²
Group 'A', 'B', 'D', 'E', 'F' - Major 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	Minimum Fee	Adjusted Fee
Group 'A', 'B', 'D', 'E', 'F' - Minor 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	Fee	
Plumbing Permit - Base fee + # of fixtures	(refer to Northumberland County) +\$50.00 administration fee	
Alternative Solutions	\$150.00 / hour	
Cause Construction without a Permit	Double the permit fee	
Change of Use – No construction	\$250.00 up to 1000ft ²	\$0.25/ ft ² for floor area over 1,000 ft ²
Copy of permit	\$150.00	
Dormant Permit - Occupancy Inspection when more than 2 years has passed since the building permit was issued	\$150.00	
Transfer of a permit	\$150.00	
Failure to follow approved drawings and/or comply with an Order	\$300.00	
Reinspection Fee - beyond 2 inspections	\$150.00	
Resubmission of an Application	25% surcharge on permit fee	
Revision to an application or permit	\$150.00 / hour	
Revision (minor) to an application or permit	\$150.00	
After Hours Inspection – Minimum 3 hours	\$225.00 / hour	
Communication tower/facility, silo, wind turbine	\$250.00	
Fire Code Retrofitting	\$200.00 / inspection	

Other Fees and Charges	Fee
Heating – Standalone and refurbishment	\$200.00
L.L.B.O application	\$150.00
Retaining Wall	\$200.00
Signs (per sign basis)	Signs 1m2 and under \$25.00 per sign Signs greater than 1m2 \$250 per sign
Municipal Addressing	
Municipal Number for Ward 2	\$150.00
Emily Sign (Non-residential)	\$150.00
Tank installation/removal (fuel, manure)	\$200.00
Tents / temporary buildings	\$200.00
Wood stoves/fuel burning appliances	\$200.00
Minor permits at the CBO / DCBO discretion	\$250.00

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

Sidewalk Patio Extensions – By-law 90-2015

One Time Purchase Cost	Fee
Deck Materials and Labour	\$1200.00
Railings Around Patio Area	\$2000.00
Planters as Safety Barriers (6 at \$1000 each)	\$6000.00
Total	\$9200.00 + HST

Amortized over a three (3) year period, the annual cost would be \$3066.66 plus HST.

Annual Installation and Removal Cost	Fee
Installation of Patio by Municipality	\$200.00
Removal of Patio by Municipality	\$200.00
Parking Space, \$200 per month, May 1-Oct 31	\$1200.00
Total	\$1600.00 + HST

Annual Yearly Cost	Fee
1/3 of Purchase Cost	\$3066.66
Labour and Parking Space	\$1600.00
Total	\$4666.66 + HST

Economic Development

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

Filming Fees

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)	\$1,000.00 per 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	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

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 2 nd to 5 th infraction \$250.00 for 6 th to 9 th infraction \$1,000 for 10 th 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	\$500.00

Fines & Charges	Description	Fee
	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.	
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 Schedule B for Works and Engineering fees. Please refer to Schedule K for Protective Services fees for parking infractions. Please refer to Schedule C for Water and Wastewater services. Please refer to Schedule J for Parks Recreation and Culture fees. Additional film-related fines and charges are listed below.

Service	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

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

Type Of Application	User Fee
Tax Certificate	\$40.00
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	\$30.00
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)	\$25.00
Electronic Payment Transfer (wrong account for taxes and/or water)	\$25.00
Additions to Tax Roll (water/sewer arrears, property standards)	\$25.00
Processing fee to Mortgage Companies that remit payment of their customers' property taxes	\$15.00
Refund of Overpayment by Property Owner, Mortgage Company and Lawyers	\$25.00
Farm Debt Notice	\$50.00 per notice
Tax Sale Administration	Actual costs incurred

>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.

Annual Dog Tag Purchase	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 https://northumberlandhs.docupet.com/en_CA/

Kennels and Appeals	Fee
Annual Kennel License	\$200.00 (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

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.

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

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.

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	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

Fence Viewing (Ward 2)	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

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	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	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)

Lotteries – Alcohol & Gaming Commissions	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

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 reside in the Municipality of Port Hope and are renting the space for private non-revenue generating use.

Commercial

Applicable rate plus 25%

Applies to any for profit business for revenue generating use.

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 months to 1 year

Child: 2 years to 13 years

Youth: 14 years to 17 years

Adult: 18 years to 54 years

Senior: 55 years and up

General Booking Notes:

- 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).
- For licensed events, an additional fee of \$10.00 will be charged per hour, on top of the room rental rate, during the licensed times.
- Additional Set-up or Take Down costs and/or extra clean-up will be charged at a rate of \$25.00 per hour per staff at the discretion of the Department of Parks, Recreation and Culture.
- Applicable administration, 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.
- 3% increase on all fees annually unless otherwise indicated.

Jack Burger Sports Complex

Room Rentals (per hour)

Area	Base Rate 2025
Community Room	\$33.96
Mezzanine (flat rate all groups)	\$21.01
Upper Viewing (flat rate all groups)	\$21.01
Lobby (per day)	\$33.54

Arena Rentals (per hour, unless otherwise indicated)

Notes:

- Birthday party rental package based on 1 hour pool or ice youth rate and 2-hour youth community room rate, free set up and clean up.

Rental Group	Base Rate 2025
Ice - Mon-Fri before 4pm (all groups)	\$107.11
Ice - Mon-Fri after 4pm and weekends	\$208.51
Ice - Birthday party (includes tax)	\$146.88
Ice - Sponsored Skate	\$152.45
Floor - Sport	\$67.26
Floor - Event	\$90.79
Floor - Event half day (up to 6hrs)	\$490.30
Floor - Event full day (6-12hrs)	\$871.63
Parking Lot Per day	\$177.74

Arena Drop In Programs

Program	Base Rate 2025
Public Skating	\$4.48
Stick and Puck	\$5.80
Floor programming	\$1.94
Skate sharpening (per pair)	\$6.54

Pool Rentals (per hour)

Notes:

- Birthday party rental package based on 1 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.

Pool Group	Base Rate 2025
Swim Teams-Per Lane (includes guard)	\$19.18
Swim Teams - Full pool	\$105.68
Swim Teams - Swim meet set up	\$54.53
Swim Teams - Swim meet clean up	\$109.04

Pool Group	Base Rate 2025
Rentals - Base	\$124.32
Rentals - Birthday party (exempt)	\$181.42
Rentals - Sponsored Swims (includes guards)	\$165.48
Rentals - Water walkway	\$28.22
Lifeguards - Per guard	\$28.22

Pool Drop In Programs

Program	Base Rate 2025
Recreational Swimming	\$6.51
Promo Swim (all ages)	\$1.88
Drop in Aquafit/easy	\$11.06
Drop in Specialty (Zumba/synchro etc.)	\$15.34

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 2025
Aquafitness	\$9.62
Specialty Fitness/programs	\$12.02
Children's Lessons – 60 mins	\$11.30
Children's Lessons – 45 mins	\$10.08
Children's Lessons – 30 mins	\$9.34
Lessons - Private (per person 30 minute)	\$29.41
Lessons - Semiprivate (per person per 30 minute)	\$20.35
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

Town Park Recreation Centre*Room Rentals (per hour unless indicated)***Notes:**

- Birthday party based on 1 hour staffed and 2 hours room, supplies and note maximum numbers, plus tax.

Area	Base Rate 2025
Gymnasium	\$59.99
Multipurpose Room 1	\$12.63
Multipurpose Room 2	\$33.96
Multipurpose Room 3	\$47.74

Area	Base Rate 2025
Multipurpose Room 4	\$33.96
Multipurpose Room 5	\$24.50
Kitchen/servery(per day non licensed event)	\$33.76
Kitchen/servery (per day licensed event)	\$65.56
Fall Fair Centre	\$44.38
Sponsored Drop In (per day)	\$53.04
*Birthday party package gym (20)	\$130.31
*Birthday party package basic craft (10)	\$152.16
*Birthday party package specialty (10)	\$184.95
55 plus Membership (annual)	\$20.00

*plus tax

Drop-In Programs (Flat rate exempt from annual fee increase, reviewed annually)

Notes:

- Based on per hour and will be adjusted by length of program time.
- Gym tiers are determined based on setup requirements and specialty equipment.

Program	Base Rate 2025
Gym Tier 1 (i.e., badminton, basketball)	\$3.50
Gym Tier 2 (i.e., pickleball)	\$4.66
Gym Tier 3 (i.e., Tennis)	\$4.66
Fun for Life (all ages)	\$2.00
Fitness	\$9.15

Registered Programs

Notes: Based on per hour and will be adjusted by length of program time. Children tax exempt and some programs indicated as flat rate. Workshops for children/youth and youth special events flat rate including tax. Workshops for adults are per hour plus tax and can include but not limited to paint nights (supplies may be additional cost at the discretion of the Department of Parks, Recreation and Culture).

Program	Base Rate 2025
One hour general	\$10.61
One hour specialty	\$12.22
Supplies (per program/person)	\$10.93
Supplies (per program/person)	\$5.46
Adult Workshops (per hour plus tax)	\$5.46
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	\$42.77
Daycamp - Weekly	\$171.07
Daycamp - Specialty (one week)	\$188.19
Daycamp - Extended hours morning (per child/wk.)	\$16.39
Daycamp - Extended hours afternoon (per child/wk.)	\$16.39
Fitness - One hour	\$9.15
Fitness - RCAC member	\$4.57

Canton Community Hub

Room Rentals (per hour unless indicated)

Area	Base Rate 2025
Upper hall (previous Council Chamber)	\$33.96

Parks

Rentals per hour unless indicated

Notes:

- 2% increase for storage yearly.
- 5% increase for tournaments yearly.
- 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 park booking fee (al applicable equipment rental and park support fees still apply).

Area	Base Rate 2025
Seasonal User fee (adults/team/year)	\$174.45
Seasonal User fee (youth/player/year)	\$11.70
Ball Lining (adults only/field/lining)	\$20.54
Soccer Lining (adults only/field/lining)	\$27.32
*Lights (up to 2hrs/field/night)	\$26.06
*Lights (over 2hrs/field/night)	\$52.11
Grooming/Basic usage (adults only/field/day)	\$11.70
Sport field/park/picnic rental per hour	\$20.54
Tournament (per field/day includes 1 lining)	\$184.70
Parking Lot fee/lot/day	\$184.70
Picnic table rental (per table up to 3 days)	\$14.75
Delivery/Retrieval (flat fee)	\$29.26
Camping (per trailer/day)	\$20.00
Storage (FFC vehicle storage per foot per season)	\$21.59
Filming/day	\$579.48
Filming hold park/day	\$170.98

Advertising

Rentals (3% increase per year)

- Notes: Separate agreements with Future Signs for arena board advertising and Fox Advertising for washroom doors. Signs are provided at the cost of the advertiser and installed at no cost by facility staff. We reserve the right to request a sign be replaced due to damage/condition.

Area	Base Rate 2025
Arena Wall	\$285.04
Ice Machine one side	\$443.39
Ice machine both sides	\$791.74
Press booth	\$506.71
Parks fence (outfields, dog park)	\$285.04
Stair Risers (arena – one set)	\$983.45
New Booklet (for future prices to be determined)	TBD

Area	Base Rate 2025
Business Card size	TBD
Quarter page	TBD
Half page	TBD
Full page	TBD
Inside front cover	TBD
Outside back cover	TBD

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.)	\$88 Each
Request for Access to Records Other than Freedom of Information Requests.	\$88 Per Request

License Fees - HST Exempt

Service	Fee
Fireworks License (Establishments Offering Fireworks For Sale)	\$100 annual fee
Fireworks License (Individual Special Events)	\$200 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 6-month 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 (Including Residential Building Containing Not More Than 2 Dwelling Units, Multiple Occupancy Residential Building, Commercial or Industrial Building, day Nursery/ Home Day Care Facility.)	\$100 per hour or part thereof + \$50 per additional 1/2 hour
Licensing Inspection (Including Liquor and Tent Licensing- When Permit not Required by Building Department)	\$88 per hour or part thereof + \$44 per additional 1/2 hour
Fire Safety Plan Review (if not required by the Ontario Fire Code)	\$150
Fire Safety Plan Review (when required by the Ontario Fire Code for additional review(s))	\$100 per hour or part thereof + \$50 per additional 1/2 hour

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.
Railway Response Response to fires on or beside rail lines caused by rail company.	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.
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

Municipal By-Law Enforcement**Parking Fees – By-law 39/2008**

Meter and Pay Display	Fee
6 minutes	\$0.10
12 minutes	\$0.20
30 minutes	\$0.50
60 minutes	\$1.00

Municipal Mill Street Boat Launch / Mill Street Parking Lots

All Vehicles	Fee
Hourly	\$1.00 per hour up to a maximum of \$10.00 per day
Seasonal Pass (Resident)	\$150.00 per calendar year
Seasonal Pass (Non-Resident)	\$200.00 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

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	\$10.00 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.	\$88.00 Each

Service	Fee
Issuance of 1 st 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.	\$175.00 Each
Issuance of 2 nd 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.	\$290.00 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.	\$550.00
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.	\$105 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	\$160.00
Application to Appeal	\$125.00

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

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

Trailers for Temporary Accommodation Set Fine Schedule per Provincial Offences Act

Set Fine Schedule per Provincial Offences Act	Fee
Failure to obtain a license	\$500.00
Failure to remove a trailer without a license	\$500.00
Failure to post license on trailer	\$100.00

Set Fine Schedule per Provincial Offences Act	Fee
Failure to cease use where license is refused	\$500.00
Failure to remove trailer where license is expired	\$500.00
Failure to maintain trailer	\$500.00

Miscellaneous

Other Fees and Charges	Fee
Signs (per sign basis)	Signs 1m2 and under \$25.00 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	\$150