

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1489-26

Being a by-law to establish and require payment of various fees and charges.

**WHEREAS** PART XII of the *Municipal Act, 2001*, S.O., c. 25, as amended, authorizes a municipality to impose fees or charges for services provided by the municipality

**AND WHEREAS** Section 69 of the *Planning Act, R.S.O. 1990*, as amended, authorizes municipalities to establish fees for the processing of planning applications.

**AND WHEREAS** the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes municipalities to establish fees for the administration and enforcement of the Act.

**NOW THEREFORE** the Council of the Corporation of the Township of Hilton hereby enacts as follows:

1. **THAT** a tariff of fees and charges is established, as set out in Schedule "A" attached hereto, is hereby adopted.
2. **THAT** no request by any person for documentary, written, or printed information relating to any land, building, or structure in the municipality, nor any application or service described in Schedule "A", shall be processed, nor shall any other municipal business be acknowledged, unless and until the applicable fee as set out in Schedule "A", has been paid in full.
3. **THAT** notwithstanding the tariff of fees prescribed in paragraph 1 of this by-law and contained in Schedule "A" hereto,, Council may, at its discretion, reduce the amount of or waive the requirement for the payment of any fee in respect of an application or service where Council is satisfied that it would be unreasonable to require payment in accordance with Schedule "A".
4. **THAT** Schedule "A", attached hereto, shall form part of this by-law.
5. **THAT** should any section, clause, or provision of this by-law, including any part of Schedule "A", be determined by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be deemed severable, and that the remainder of this by-law shall continue in full force and effect.
6. **THAT** By-law 1448-25 is hereby repealed.
7. **THAT** the new fees established by this by-law shall take effect on February 12, 2026.

Read a first, second and third time and finally passed this 11<sup>th</sup> day of February 2026.

  
Dave Leask, Deputy Reeve

  
Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF HILTON

Schedule "A" to By-law No. 1489-26

Description of Fee or Charge	Fee or Charge	Authorizing by-law or legislation
Application for Zoning Amendment	\$400.00	By-Law 1489-26
Application for Official Plan Amendment (OPA)	\$800.00	By-Law 1489-26
Combined Zoning Amendment & OPA Application	\$960.00	By-Law 1489-26
Application for Purchase of Shoreroad	\$240.00	By-Law 1489-26
Certificate of Compliance (Re: Sale of Land)	\$40.00	By-Law 1489-26
<i>Note: Where it is necessary to advertise in a newspaper having general circulation within the municipality, the applicant shall, in addition to the fees prescribed above, pay the cost of any newspaper advertising to the municipality prior to the placement of the advertisement.</i>		
Facsimile - 1 <sup>st</sup> page	\$3.20	By-Law 1489-26
Facsimile – each additional page	\$1.60	By-Law 1489-26
Photocopies - each	\$0.32	By-Law 1489-26
Service charge for NSF cheques	\$40.00	By-Law 1489-26
Tax Certificates	\$40.00	By-Law 1489-26
Commission of documents - each	\$10.00	By-Law 1489-26
Lottery License Fee	3% of prizes	Order-in-Council 2688/93, s. 23
<b>Building permits</b>		
First \$1,000 of construction cost	\$203.52	By-Law 1489-26
Each additional \$1,000 or part thereof of the cost of construction	\$10.18	By-Law 1489-26
<b>Valuation of proposed work based on following rates:</b>		
Dwellings: Full Basement	\$305.28 sq. ft.	By-Law 1489-26
Second Floor	\$203.52 sq. ft.	By-Law 1489-26
Frost Wall/Slab-on-Ground	\$203.52 sq. ft.	By-Law 1489-26
Garottage: (classed same as dwellings)		By-Law 1489-26
Garages: Finished	\$101.76 sq. ft.	By-Law 1489-26
Unfinished	\$66.78 sq. ft.	By-Law 1489-26
Second Floor (finished only – storage use only)	\$66.78 sq. ft.	By-Law 1489-26
Decks	\$61.06 sq. ft.	By-Law 1489-26
Carports	\$101.76 sq. ft.	By-Law 1489-26
Farm/Pole Buildings	\$66.78 sq. ft.	By-Law 1489-26
Commercial/Industrial Buildings	\$203.52 sq. ft.	By-Law 1489-26
Miscellaneous: shingling / siding / replacing windows / renovations – <i>ONLY IF structural changes are involved</i>		
<b>up to \$5,000</b> estimated material value plus 50% <b>Single Fee</b> or Contractor's Quote	\$203.52	By-Law 1489-26
<b>&gt; \$5,000</b> estimated material value plus 50% or Contractor's quote		By-Law 1489-26
Demolition permit <b>Single Fee</b>	\$101.76	By-Law 1489-26
Moving Fee - to another location on same property <b>Single Fee</b>	\$203.52	By-Law 1489-26
Change of Use <b>Single Fee</b>	\$203.52	By-Law 1489-26
Occupancy Permit <b>Single Fee</b>	\$203.52	By-Law 1489-26
Re-inspection of outstanding deficiencies <b>Single Fee</b>	\$203.52	By-Law 1489-26
Commencement of construction without permit	double	By-Law 1489-26
<b>Fire</b>		
Winterize Hydrant (payable to Hilton Union Fire Department)	\$40.00	By-Law 1489-26

**Schedule "A" to By-law 1488-26 (Page 2)**

Description of Fee or Charge	Fee or Charge	Authorizing by-law or legislation
<b>Freedom of Information Requests</b>		
To initiate request	\$5.00	O. Reg. 823
Copies and computer printouts – per page	\$0.20	O. Reg. 823
Manually searching a record – per 15 minutes	\$7.50	O. Reg. 823
Record preparation for disclosure, including severing a part of the record - per 15 minutes	\$7.50	O. Reg. 823
<b>Roads</b>		
Entrance Permits - Permanent	\$160.00	By-Law 1487-26
Entrance Permits - Temporary	\$320.00	By-Law 1487-26
Excavating: per hour	\$96.00	By-Law 1487-26
Grading: per hour (minimum call-out charge: \$160)	\$160.00	By-Law 1487-26
Plowing/Sanding: per hour (minimum call-out charge: \$145)	\$232.00	By-Law 1487-26
Grading/Plowing/Sanding: per season	TBD	By-Law 982-10
<b>Tax Sales</b>		
All fees associated with tax sales shall be set by the Township of Hilton's solicitor and shall include disbursements, applicable HST, and a monthly interest charge of 2% on unpaid legal fees.		By-Law 1489-26