



## PURPOSE

The purpose of this policy is to provide a clear and concise policy to set out and amend the fees the Municipality of the District of East Hants (the ‘Municipality’) charges for various forms of Municipal services.

## SCOPE

The Policy applies to all fees levied by the Municipality of East Hants except to the extent of any conflict with applicable provincial legislation, and, where the fee amounts in this Policy differ from those set out in Policy or Resolution of the Municipality in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

## DEFINITIONS

| Term           | Definition  |
|----------------|---|
| Deposit        | A charge to cover the costs to advertise and register planning documents and applications. Any unused amount of the deposit will be credited to the applicant. Charges incurred by the Municipality to advertise or register planning documents and applications will be owed by the applicant. |
| Not-For-Profit | An organization that provides a service to the community at-large without the objective of making a financial gain, excluding the religious sanctuary of churches.  |

## POLICY

### POLICY STATEMENT

1. **It is the policy of the Municipality of East Hants to charge fees for various Municipal services. Fee Table**
  - 1.1. The Municipality will maintain a table of fees outlining the applicable charges or deposits for services provided by the Municipality.
  - 1.2. In the event a fee listed in this Policy differs from its listing elsewhere, the fee outlined in this Policy will be applicable for the service, except as outlined in Section 3.2 of this Policy.
  
2. **Building Permit Fee Refunds**
  - 2.1. In the event a permit is revoked or abandoned before work has commenced, the Municipality will retain the administrative fee and refund the remaining balance.



- 2.2. Where special circumstances, such as death in the family, sickness, loss of employment or other form of substantial personal financial hardship occur, the Director of Planning & Development may authorize a full refund of all building permit fees, including the administrative fee may be granted upon written request up to two (2) years after the date the permit was issued if the hardship or special circumstance occurred while the permit was valid.
- 2.3. No refund will be given if the permit is revoked or abandoned after work has commenced.

### 3. Non-Profits

- 3.1. Not-For-Profits that are carrying out work for the benefit of the organization are exempt from paying Planning and Development permit fees, application fees, and zoning confirmation letter fees. Non-profits are responsible for paying the Deposit associated with Planning Fees. This exemption does not extend to sewer hook-up fees, infrastructure fees, and other fees not associated with Planning and Development.
- 3.2. Not-For-Profits may have rates or fees for Municipal services that are outlined in other Municipal Policies and are not reflected in the Table of Fees.



**Municipal Fees**

| Description of Application, Permit, Inspection, License, Permit or Service | Fee  |
|--|--|
| <b>PLANNING AND DEVELOPMENT</b>  |  |
| <b>Planning</b>  |  |
| Rezoning   | Application Admin fee: \$500<br><br>Deposit*: \$750  |
| MPS Amendment  | Application Admin fee: \$500<br><br>Deposit*: \$1,000  |
| Development Agreement or Substantial Amendment to a Development Agreement  | Application Admin fee: \$500<br><br>Deposit*: \$750  |
| Discharge Development Agreement  | Application Admin Fee: \$50<br><br>Deposit*: The cost of registering agreement with Land Registration Office   |
| Unsubstantial amendment to Development Agreement                           | Admin Fee: \$100<br>Deposit*: \$300  |
| Development Agreement Renewal (expired)                                    | If within 3 years of Council approving a Development Agreement an application is required due to the original agreement expiring, the admin fee will be 50% of the full application fee. The proposal needs to be substantially the same as the original Development Agreement proposal.<br><br>*The unused portion of all deposits is returnable to the applicant |
| <b>Development Control</b>   |  |
| Development Permit   | \$100  |
| Site Plan Application  | \$100  |
| Application for Variance to the Land Use Bylaw                             | \$100  |
| Application for Signage Permit   | \$50   |
| Zoning Confirmation Letter   | Zoned Area \$75<br>Un-zoned Area \$25  |
| Blasting Permit  | \$100  |
| <b>Subdivision</b>   |  |
| Preliminary  | \$100  |
| Tentative  | \$50 per lot   |
| Final Plan   | \$100  |



| Description of Application, Permit, Inspection, License, Permit or Service   | Fee  |
|--|--|
| <b>Building Permits</b>  |  |
| Building Permit - includes unfinished basement for residential buildings, community centres and churches.  | Admin Fee: \$125, plus \$0.15/sq. ft   |
| Building Permit for commercial, industrial less than 2500 sq. ft.  | Admin Fee: \$300, plus \$0.20/sq. ft   |
| Building Permit for commercial, industrial 2500 - less than 10000 sq. ft.  | Admin Fee: \$500, plus \$0.20/sq. ft   |
| Building Permit for commercial, industrial 10000 - less than 49000 sq. ft.   | Admin Fee: 2,500, plus \$0.20/sq. ft   |
| Building Permit for commercial, industrial 49000 sq. ft. or larger   | Admin Fee: \$5,000, plus \$0.20/sq. ft   |
| Sheds, shell warehouses, garages   | Admin Fee: \$50, plus \$0.10/sq. ft  |
| Barns and other farm buildings (excluding dwellings)   | Admin Fee \$75, plus \$0.05/sq. ft.  |
| Residential alterations or repairs   | Admin Fee: \$125, plus \$0.10/sq. ft.  |
| Commercial, industrial alterations or repairs  | Admin Fee: \$150, plus \$0.20/sq. ft.  |
| Occupancy Permit   | \$50   |
| Demolition Permit  | \$25   |
| Outdoor residential decks, verandas, stairs, barrier free ramps  | \$25   |
| Pool Permit  | \$25   |
| Unavailable or not prepared for inspection upon arrival of Building Inspector  | \$50/occasion  |
| Permit Renewal   | \$25   |
| <b>Fire Inspection</b>   |  |
| A fire inspection requested by property owner/agent which is beyond the scope of the fire inspection schedule or required for non-regulatory approvals (e.g. liquor license) | \$50   |
| <b>Planning Printing Fees</b>  |  |
| Copies of Maps   | Small: \$10<br>Large: \$25   |
| Copy of East Hants Official Community Plan   | Copy with Maps: \$125<br>Black & White Copy without Maps: \$25   |
| Copy of Subdivision Plans  | Printed on Plotter: \$25   |
| Copy of Municipal Documents over 75 pages in length  | \$25   |
| <b>Dog Bylaw Fees- Bylaw P-1000</b>  |  |
| Dog Registration Fee   | \$12 per dog per annum; Between June 1 <sup>st</sup> and December 31 <sup>st</sup> , the fee shall be prorated to \$6.00 |
| Replacement Tag  | \$5.00   |

| Description of Application, Permit, Inspection, License, Permit or Service | Fee  |
|--|--|
| Kennel operators registered with the Canadian Kennel Club                  | \$50.00 per annum  |
|  |  |
|  |  |
|  |  |
| <b>FINANCE</b>   |  |
| Tax Certificate Fee  | Tax Certificate issued: \$60 per issue (Resolution C13(124))   |
| Collection Fees  | Per Administrative Policy of the CAO   |
| Fees for Pension Plan Administration                                       | Per Administrative Policy of the CAO   |
| Provision of Uncertified Tax Information                                   | Per Bylaw F-200  |
| Fire and Burglar False Alarm Charge  | Per Bylaw F-500  |
| Private Road Maintenance and Improvement                                   | Per Bylaw F-300  |
| Property Assessed Clean Energy Financing Program Interest Rate             | Royal Bank Prime rate less 1.6% at the time of borrowing   |
| Water Supply and On-Site Sewage Disposal Program Interest Rate             | Royal Bank Prime rate less 1.6% at the time of borrowing   |
| Water Utility Fees   | Rates found in the 'East Hants Water Utility Schedule of Rates and Charges For Water and Water Services' and 'East Hants Water Utility Rules and Regulations Applicable to the Supply of Water and Water Services' by NSUARB |
|  |  |
| <b>INFORMATION ACCESS</b>  |  |
| Routine Access Records   | Per 'Freedom of Information and Protection of Privacy Act'   |
| FOIPOP Requests  | Per 'Freedom of Information and Protection of Privacy Act'   |
| Copy Charges for Information Access Requests                               | \$0.15 per page  |
|  |  |
| <b>SOLID WASTE</b>   |  |
| Tipping Fees   | Per 'Solid Waste Tipping Fee Policy'.  |
|  |  |
| <b>PARKS, RECREATION &amp; CULTURE</b>                                     |  |
| East Hants Aquatic Centre Fees   | Per Administrative Policy of the CAO   |
| Recreation Program Fees  | Per Administrative Policy of the CAO   |
| Tourism Fees   | Per Administrative Policy of the CAO   |
| Sportsplex and Aquatic Centre Room Rentals                                 | Per Administrative Policy of the CAO   |



| Description of Application, Permit, Inspection, License, Permit or Service  | Fee                                  |
|---|--------------------------------------|
| Merchandising Goods for Resale  | Per Administrative Policy of the CAO |
| Arena Rental - Dry Pad (Spring/Summer)  | \$ 75.00/hour                        |
| Arena Rental - Ice - Non-Prime (Monday - Friday 7:00am - 5:00pm)  | \$ 135.00/hour                       |
| Arena Rental - Ice - Prime (Monday-Friday 5:00pm - Close, All Day Saturday - Sunday)  | \$ 250.00/hour                       |
| Field House - 1/3 - Non-Peak (June 1 <sup>st</sup> - October 31 <sup>st</sup> )   | \$ 42.00/ /hour                      |
| Field House - 1/3 - Peak Season - Non-Prime (November 1 <sup>st</sup> - May 31 <sup>st</sup> , Monday - Friday 7:00am - 5:00pm)                   | \$ 88.00/hour                        |
| Field House - 1/3 - Peak Season - Prime (November 1 <sup>st</sup> - May 31 <sup>st</sup> , Monday-Friday 5:00pm-Close, Saturday - Sunday All Day) | \$ 140.00/hour                       |
| Field House (Full) Non-Peak Season (June 1 <sup>st</sup> - October 31 <sup>st</sup> )   | \$ 98.00/hour                        |
| Field House (Full) Peak Season - Non-Prime (November 1 <sup>st</sup> - May 31 <sup>st</sup> , Monday-Friday: 7:00am-5:00pm)                       | \$ 212.00/hour                       |
| Field House (Full) Peak Season Prime (November 1 <sup>st</sup> - May 31 <sup>st</sup> , Monday-Friday 5:00pm-Close, Saturday - Sunday All Day)    | \$ 335.00/hour                       |

## ROLES AND RESPONSIBILITIES

| Title/Role    | Responsibilities   |
|---------------|--|
| Policy Editor | <p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> <li>• Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary</li> <li>• Draft new or edit existing policy content</li> <li>• Be able to interpret and explain policy content</li> <li>• Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy</li> <li>• Ensure policy content is relevant and accurate</li> <li>• Seek and secure approval recommendation of the policy from the Policy Owner</li> <li>• Seek and secure approval of the policy from the appropriate Approver; and,</li> <li>• Provide the final approved policy document to the Assistant Municipal Clerk</li> </ul> |

| Title/Role                | Responsibilities  |
|---------------------------|---|
| Policy Owner              | <p>The Policy Owner will:</p> <ul style="list-style-type: none"> <li>• Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor</li> <li>• Be able to interpret and explain policy content</li> <li>• Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy</li> <li>• Provide oversight to ensure policy content is relevant and accurate</li> <li>• Review the policy and make recommendation for approval to the appropriate Approver; and,</li> <li>• Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk</li> </ul> |
| Approver                  | <p>The Approver will:</p> <ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject or edit); and,</li> <li>• Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision</li> </ul>  |
| Assistant Municipal Clerk | <p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> <li>• Facilitate an annual Policy Review; and,</li> <li>• Ensure final approved policies are maintained, stored and posted where appropriate</li> </ul>   |
| Employees                 | <p>The Employees will:</p> <ul style="list-style-type: none"> <li>• Ensure that any change in charges for certain applications, approvals, permits, licenses and services that are applicable for residents and businesses when requesting permits, licenses, or other forms of services are presented as an amendment to the Municipal Fee Policy.</li> </ul>  |

## RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

| Document Name   | Document ID | Document Type  |
|---|-------------|----------------|
| Bylaw F-200, Fee for the Provision of Tax   |             | Bylaw          |
| Bylaw F-300, Respecting the Maintenance and Improvement of Private Roads                            |             | Bylaw          |
| Recreation Fees Policy  |             | Policy         |
| Tourism Fees Policy   |             | Policy         |
| Solid Waste Tipping Fee Policy  |             | Policy         |
| East Hants Water Utility Schedule of Rates and Charges For Water and Water Services                 |             | Rates Schedule |
| East Hants Water Utility Rules and Regulations Applicable to the Supply of Water and Water Services |             | Regulations    |
| Freedom of Information and Protection of Privacy Act  |             | Legislation    |



## VERSION LOG

| Version Number | Amendment Description   | Amendment/Policy Editor            | Amendment/Policy Owner               | Approver | Approval Date                 |
|----------------|---|------------------------------------|--------------------------------------|----------|-------------------------------|
| 1.0            | Initial Approval  | Manager of Administrative Services | Director of Finance & Administration | Council  | April 26 <sup>th</sup> , 2017 |
| 2.0            | Addition of all non-Planning fees, change in Planning fee values, removal of Dog Impounding Fee, addition of Blasting Permit Fee, creation of Information Access Fee. | Policy Analyst/Development Officer | Director of Corporate Services       | Council  |                               |

## CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

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Kim Ramsay  
Municipal Clerk