



## 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 ~~certain applications, approvals, permits, licenses and services that are applicable for residents and businesses when requesting permits, licenses, or other 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
<u>Deposit</u>	<u>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.</u>
<u>Not-For-Profit</u>	<u>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.</u>

## POLICY

### POLICY STATEMENT

~~The fees to be paid to the Municipality of the District of East Hants for each of the following applications, permits, licenses or services are set out in, or amended to, the respective amounts shown in the following table:~~

It is the policy of the Municipality of East Hants to charge fees for various Municipal services.

#### 1. 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.

## ~~Applications, Permits, Inspections, Licenses, Permits or Services~~ Municipal Fees

Description of Application, Permit, Inspection, License, Permit or Service	Fee
<b>PLANNING AND DEVELOPMENT</b>	
<b>Planning</b>	
Rezoning	<p>Application Admin fee: <u>\$500</u>  <del>Major industrial, commercial or institutional proposals, building footprint greater than 15,000 square feet; multiple unit dwellings and townhouses over 50 units; and proposals involving WCDD or RCDD land: \$750;</del></p> <p><del>Non-commercial, non-multi-unit residential: \$200,</del></p> <p><del>All other application: \$500</del></p> <p>Deposit*: <del>All applications, \$750</del></p>
MPS Amendment	<p>Application Admin fee: <u>\$500</u>  <del>Major industrial, commercial or institutional proposals, building footprint greater than 15,000 square feet; multiple unit dwellings and townhouses over 50 units; and proposals involving WCDD or RCDD land: \$750;</del></p> <p><del>Non-commercial, non-multi-unit residential: \$200,</del></p> <p><del>All other application: \$500</del></p> <p>Deposit*: <del>All applications: \$1,000</del></p>
Development Agreement or Substantial Amendment to a Development Agreement	<p>Application Admin fee: <u>\$500</u>  <del>Major industrial, commercial or institutional proposals, building footprint greater than 15,000 square feet; multiple unit dwellings and townhouses over 50 units; and proposals involving WCDD or RCDD land: \$750;</del></p> <p><del>Non-commercial, non-multi-unit residential: \$200,</del></p> <p><del>All other application: \$500</del></p> <p>Deposit*: <del>all applications: \$750</del></p>
Discharge Development Agreement	<p><u>Application Admin Fee: \$50</u></p> <p><u>Deposit*</u>: The cost of registering agreement with Land Registration Office</p>
Unsubstantial amendment to Development Agreement	<p>Admin Fee: \$100  Deposit*: \$300</p>
Development Agreement Renewal (expired)	<p>If within 3 years of Council approving a Development Agreement an application is required due to the original agreement expiring,</p>



Description of Application, Permit, Inspection, License, Permit or Service	Fee
	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.
	<u>*The unused portion of all deposits is returnable to the applicant</u>
<b>Development Control</b>	
Development Permit	\$100
Site Plan Application	<del>\$50</del> <u>\$100</u>
Application for Variance to the Land Use Bylaw	\$100
Application for Signage Permit	\$50
Zoning Confirmation Letter	Zoned Area \$75 Un-zoned Area \$25
<u>Blasting Permit</u>	<u>\$100</u>
<b>Subdivision</b>	
Preliminary	\$100
Tentative	\$50 per lot
Final Plan	\$100
<b>Building Permits</b>	
Building Permit - includes unfinished basement for residential buildings, community centres and churches.	Admin Fee: \$125, plus <del>\$0.10/sq. ft.</del> <u>\$0.15/sq. ft</u>
Building Permit for commercial, industrial less than 2500 sq. ft.	Admin Fee: \$300, plus <del>\$0.14/sq. ft.</del> <u>\$0.20/sq. ft</u>
Building Permit for commercial, industrial 2500 - less than 10000 sq. ft.	Admin Fee: \$500, plus <del>\$0.14/sq. ft.</del> <u>\$0.20/sq. ft</u>
Building Permit for commercial, industrial 10000 - less than 49000 sq. ft.	Admin Fee: 2,500, plus <del>\$0.14/sq. ft.</del> <u>\$0.20/sq. ft</u>
Building Permit for commercial, industrial 49000 sq. ft. or larger	Admin Fee: \$5,000, plus <del>\$0.14/sq. ft.</del> <u>\$0.20/sq. ft</u>
Sheds, shell warehouses, garages, <del>barns and other farm buildings</del>	Admin Fee: <del>\$75</del> <u>\$50</u> , plus <del>\$0.04/sq. ft.</del> <u>\$0.10/sq. ft</u>
<u>Barns and other farm buildings (excluding dwellings)</u>	<u>Admin Fee \$75, plus \$0.05/sq. ft.</u>
Residential alterations or repairs	Admin Fee: <del>\$25</del> <u>\$125</u> , plus <del>\$5/\$1,000 of construction value</del> <u>\$0.10/sq. ft.</u>
Commercial, industrial alterations or repairs	Admin Fee: <del>\$100</del> <u>\$150</u> , plus <del>\$10/\$1,000 of construction value</del> <u>\$0.20/sq. ft.</u>
Occupancy Permit	\$50
Demolition Permit	\$25
Outdoor residential decks, verandas, stairs, barrier free ramps	\$25
Pool Permit	\$25



Description of Application, Permit, Inspection, License, Permit or Service	Fee
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><del>OTHER FEES</del> <u>Planning Printing Fees</u></b>	
Copies of Maps	Small: \$10 Large: \$25
Copy of East Hants Official Community Plan	Copy with Maps: \$125 Black & White Copy without Maps: \$25
Copy of Subdivision Plans	Printed on Plotter: \$25
Copy of <del>M</del> municipal <del>D</del> documents over 75 pages in length	\$25
<b><del>DOG BYLAW FEES</del> - Bylaw <u>411-A P-1000</u></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
Kennel operators registered with the Canadian Kennel Club	\$50.00 per annum
<del>Dogs impounded by the Municipality of East Hants</del>	<del>\$40.00 redemption fee from the owner of any impounded dog</del>
	<del>\$15.00 daily boarding fee from the owner of any impounded dog</del>
<b><del>FINANCE AND ADMINISTRATION</del></b>	
Tax Certificate Fee	Tax Certificate issued: \$60 per issue (Resolution C13(124))
Collection Fees	<del>The Chief Administrative Officer is authorized to set policy, based on a cost recovery model, fees associated with collection such as, but not limited to, fees for cheques/Preauthorized Debit not able to be processed by a bank. Per Administrative Policy of the CAO</del>
Fees for Pension Plan Administration	<del>The Chief Administrative Officer may set policy, based on a cost recovery model and as limited by legislation, for fees related to Pension Plan Administration for the Retirement Plan for the Employees of Municipality of the District of East Hants. Per Administrative Policy of the CAO</del>
<u>Provision of Uncertified Tax Information</u>	<u>Per Bylaw F-200</u>
<u>Fire and Burglar False Alarm Charge</u>	<u>Per Bylaw F-500</u>
<u>Private Road Maintenance and Improvement</u>	<u>Per Bylaw F-300</u>



Description of Application, Permit, Inspection, License, Permit or Service	Fee
<u>Property Assessed Clean Energy Financing Program Interest Rate</u>	<u>Royal Bank Prime rate less 1.6% at the time of borrowing</u>
<u>Water Supply and On-Site Sewage Disposal Program Interest Rate</u>	<u>Royal Bank Prime rate less 1.6% at the time of borrowing</u>
<u>Water Utility Fees</u>	<u>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</u>
<b><u>INFORMATION ACCESS</u></b>	
<u>Routine Access Records</u>	<u>Per 'Freedom of Information and Protection of Privacy Act'</u>
<u>FOIPOP Requests</u>	<u>Per 'Freedom of Information and Protection of Privacy Act'</u>
<u>Copy Charges for Information Access Requests</u>	<u>\$0.15 per page</u>
<b><u>SOLID WASTE</u></b>	
<u>Tipping Fees</u>	<u>Per 'Solid Waste Tipping Fee Policy'.</u>
<b><u>PARKS, RECREATION &amp; CULTURE</u></b>	
<u>East Hants Aquatic Centre Fees</u>	<u>Per Administrative Policy of the CAO</u>
<u>Recreation Program Fees</u>	<u>Per Administrative Policy of the CAO</u>
<u>Tourism Fees</u>	<u>Per Administrative Policy of the CAO</u>
<u>Sportsplex and Aquatic Centre Room Rentals</u>	<u>Per Administrative Policy of the CAO</u>
<u>Merchandising Goods for Resale</u>	<u>Per Administrative Policy of the CAO</u>
<u>Arena Rental - Dry Pad (Spring/Summer)</u>	<u>\$ 75.00/hour</u>
<u>Arena Rental - Ice - Non-Prime (Monday - Friday 7:00am - 5:00pm)</u>	<u>\$ 135.00/hour</u>
<u>Arena Rental - Ice - Prime (Monday-Friday 5:00pm - Close, All Day Saturday - Sunday)</u>	<u>\$ 250.00/hour</u>
<u>Field House - 1/3 - Non-Peak (June 1<sup>st</sup> - October 31<sup>st</sup>)</u>	<u>\$ 42.00/ /hour</u>
<u>Field House - 1/3 - Peak Season - Non-Prime (November 1<sup>st</sup> - May 31<sup>st</sup>, Monday - Friday 7:00am - 5:00pm)</u>	<u>\$ 88.00/hour</u>



Description of Application, Permit, Inspection, License, Permit or Service	Fee
<u>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)</u>	<u>\$ 140.00/hour</u>
<u>Field House (Full) Non-Peak Season (June 1<sup>st</sup> - October 31<sup>st</sup>)</u>	<u>\$ 98.00/hour</u>
<u>Field House (Full) Peak Season - Non-Prime (November 1<sup>st</sup> - May 31<sup>st</sup>, Monday-Friday: 7:00am-5:00pm)</u>	<u>\$ 212.00/hour</u>
<u>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)</u>	<u>\$ 335.00/hour</u>

## 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>
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>



Title/Role	Responsibilities
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
<a href="#">Bylaw F-200, Fee for the Provision of Tax</a>		<a href="#">Bylaw</a>
<a href="#">Bylaw F-300, Respecting the Maintenance and Improvement of Private Roads</a>		<a href="#">Bylaw</a>
<a href="#">Recreation Fees Policy</a>		<a href="#">Policy</a>
<a href="#">Tourism Fees Policy</a>		<a href="#">Policy</a>
<a href="#">Solid Waste Tipping Fee Policy</a>		<a href="#">Policy</a>
<a href="#">East Hants Water Utility Schedule of Rates and Charges For Water and Water Services</a>		<a href="#">Rates Schedule</a>
<a href="#">East Hants Water Utility Rules and Regulations Applicable to the Supply of Water and Water Services</a>		<a href="#">Regulations</a>
<a href="#">Freedom of Information and Protection of Privacy Act</a>		<a href="#">Legislation</a>

## 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
<u>2.0</u>	<u>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.</u>	<u>Policy Analyst/Development Officer</u>	<u>Director of Corporate Services</u>	<u>Council</u>	





EAST HANTS

# Municipal Fee Policy

Council    Administrative

## 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