

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.

- 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.

4. Impound & Boarding Fees

4.1. Where special circumstances, such as death in the family, sickness, loss of employment or other form of substantial personal financial hardship occur, as well as where Staff are of the opinion that the fees should be fully or partially waived based on the situation which led to the impoundment of a dog, the Municipal Compliance Officer may use their discretion to waive the impound fee and/or daily boarding fee.

5. Recreation Rental Rate Definitions

5.1. Rental rates are set based on times of day (prime time or non-prime) as well as season (regular or summer season). There are also different rates set based on the user group renting the space (Youth Non-Profit, Corporate or General User).

5.1.1. Prime, Non-Prime, Regular Season, and Summer Season

Facility	Season	Time Type	Weekdays (M-F)	Weekends (Sat & Sun)
Arenas	Regular Season (September 1 to June 14)	Prime	5 p.m. to closing	6 a.m. to closing
	Regular Season (September 1 to June 14)	Non-Prime	6 a.m. to 5 p.m.	
	Summer Season (June 15 th - August 31)	Prime	N/A	N/A
	Summer Season (June 15 th - August 31)	Non-Prime	6 a.m. to closing	6 a.m. to closing
Turf	Regular Season (November 1 to June 14)	Prime	5 p.m. to closing	6 a.m. to closing
	Regular Season (September 1 to June 14)	Non-Prime	6 a.m. to 5 p.m.	
	Summer Season (June 15 th - October 31)	Prime	N/A	N/A
	Summer Season (June 15 th - October 31)	Non-Prime	6 a.m. to closing	6 a.m. to closing

5.1.2. User Group Definitions

- General - Rental users are youth/adult members of the general public or adult non-profit sport or recreation groups.
- Youth Non-Profit - 90% of the rental users are 18 years of age or younger and part of an organized non-profit sport or recreation group.

- Corporate - User is renting on behalf of a for-profit sole proprietor, business or entity.

Municipal Fees

Description of Application, Permit, Inspection, License, Permit or Service	Fee
PLANNING AND DEVELOPMENT	
Planning	
Rezoning	Application Admin fee: \$500 Deposit*: \$750
MPS Amendment	Application Admin fee: \$500 Deposit*: \$1,000
Development Agreement or Substantial Amendment to a Development Agreement	Application Admin fee: \$500 Deposit*: \$750
Discharge Development Agreement	Application Admin Fee: \$50 Deposit*: The cost of registering agreement with Land Registration Office
Unsubstantial amendment to Development Agreement	Admin Fee: \$100 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.
	*The unused portion of all deposits is returnable to the applicant
Development Control	
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 Un-zoned Area \$25

Description of Application, Permit, Inspection, License, Permit or Service	Fee
Blasting Permit	\$100
Subdivision	
Preliminary	\$100
Tentative	\$50 per lot
Final Plan	\$100
Building Permits	
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
Fire Inspection	
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
Planning Printing Fees	



Description of Application, Permit, Inspection, License, Permit or Service	Fee
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 Municipal Documents over 75 pages in length	\$25
Dog Bylaw Fees- Bylaw P-1000	
Lifetime Dog Registration Fee	\$25 per dog; Four or more dogs \$75 total
Replacement Tag	\$5.00
Kennel operators registered with the Canadian Kennel Club	\$50.00 per annum
Impound Fee	First offence \$50.00 Second offence \$75.00 Third offence, and thereafter \$100.00
Daily Boarding Fee	\$85.00
FINANCE	
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
INFORMATION ACCESS	
Routine Access Records	Per 'Freedom of Information and Protection of Privacy Act'

Description of Application, Permit, Inspection, License, Permit or Service	Fee			
FOIPOP Requests	Per ‘Freedom of Information and Protection of Privacy Act’			
Copy Charges for Information Access Requests	\$0.15 per page			
SOLID WASTE				
Tipping Fees	Per ‘Solid Waste Tipping Fee Policy’.			
PARKS, RECREATION & CULTURE				
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			
Merchandising Goods for Resale	Per Administrative Policy of the CAO			
Sportsplex Field House & Arena Rentals	Apr. 1/25	Apr. 1/26	Apr.1/27	Apr. 1/28
Summer Season - Arena (Dry) Any	\$75.00	\$76.50	\$78.03	\$79.59
Regular Season - Arena (Ice) Non-Prime	\$117.39	\$119.74	\$122.13	\$124.58
Regular Season - Arena (Ice) Prime	\$223.36	\$227.83	\$232.38	\$237.03
Regular Season - Arena (Ice) Youth Prime	\$178.68	\$182.25	\$185.90	\$189.62
Regular Season - Arena (Ice) Youth Non-Prime	\$117.39	\$119.74	\$122.13	\$124.58
Summer Season - 1 Field Prime	\$40.00	\$40.80	\$41.62	\$42.45
Regular Season - 1 Field Non-Prime	\$40.00	\$40.80	\$41.62	\$42.45
Regular Season - 1 Field Prime	\$121.74	\$124.17	\$126.66	\$129.19
Summer Season - Whole Field Prime	\$120.00	\$122.40	\$124.85	\$127.34
Summer Season - Whole Field Non-Prime	\$120.00	\$122.40	\$124.85	\$127.34
Regular Season - Whole Field Non - Prime	\$120.00	\$122.40	\$124.85	\$127.34
Regular Season - Whole Field Prime	\$320.00	\$326.40	\$332.93	\$339.59
Regular Season - (1 Field) Corporate	\$121.74	\$124.17	\$126.66	\$129.19
Regular Season - (Whole Field) Corporate	\$320.00	\$326.40	\$332.93	\$339.59
Regular Season - Arena (Ice) Corporate	\$223.36	\$227.83	\$232.38	\$237.03
Summer Season - (1 Field) Corporate	\$121.74	\$124.17	\$126.66	\$129.19
Summer Season - (Whole Field) Corporate	\$320.00	\$326.40	\$332.93	\$339.59
Summer Season - Arena (Ice) Corporate	\$223.36	\$227.83	\$232.38	\$237.03
*All fees are listed as per hour rate. These fees are pre-tax and are subject to HST charges.				
*Proposed fee increases begin as of September 1, 2025 and increase by 2% per year as of April 1, 2026.				
*Rentals may be subject to additional fees at the CAO’s discretion (i.e. cleaning fees, after hour staff time).				
CORPORATE SERVICES				

Description of Application, Permit, Inspection, License, Permit or Service	Fee
Encroachment on Municipal Real Property, Admin Fee	\$300

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will: • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	The Policy Owner will: • 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 • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk

Title/Role	Responsibilities
Approver	The Approver will: - Review Policy recommendations for approval consideration (approve, reject or edit); and, - Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	The Assistant Municipal Clerk will: - Facilitate an annual Policy Review; and, - Ensure final approved policies are maintained, stored and posted where appropriate
Employees	The Employees will: 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.

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

MUNICIPAL FEE POLICY

☒ Council ☐ Administrative

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, 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	July 24, 2024
3.0	Addition of Lifetime Registration Fee, removal of annual Dog Registration Fee, change to Replacement Tag Fee	Manager of Development Services	Director of Corporate Services	Council	September 25, 2025
4.0	Addition of Dog Impound Fee and Daily Boarding Fee, and ability to waive fees	Manager of Development Services	Director of Corporate Services	Council	March 25, 2026
5.0	Addition of Encroachment fee	Manager, Real Estate & Corporate Projects	Director of Corporate Services	Council	July 29, 2026

CERTIFICATION

MUNICIPAL FEE POLICY

☒ **Council** ☐ **Administrative**

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

Kim Ramsay
Municipal Clerk