

# TOWN OF ANNAPOLIS ROYAL POLICY

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| TITLE:<br><b>Fines and Fees Policy</b> |  |
| POLICY NO.:<br>#2024-11                | SUPERSEDES:2022-01 dated April 21, 2022                          |
| EFFECTIVE DATE:<br>September 19, 2024  | APPROVED BY COUNCIL MOTION NO.:<br><b>MOTION #C2024-09-18-09</b> |

1. This Policy is entitled “Fees and Fines Policy”.
2. This Policy applies 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 a Bylaw, Recorded Resolution, Policy or Resolution of the **Town of Annapolis Royal** in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.
3. The fees to be paid to the **Town of Annapolis Royal** for each of the following licences, inspections, permits, applications, approvals, animal impoundments, or services are set in, or amended to, the respective amounts shown in the following tables:

### Fees in Relation to Planning, Subdivision, Development, Building, and Tax Certification

| Description of Licence, Inspection, Permit, Application, Approval, or Service  | Fee   |
|--|---|
| Application Fee for a Land Use Bylaw Amendment, pursuant to the Town of Annapolis Royal Land Use Bylaw and the Municipal   | \$500 + Advertising (\$500 deposit credited toward actual advertising fees)                                   |
| Application Fee for a Development Agreement or amendment to a Development Agreement, pursuant to the Town of Annapolis Royal Land Use Bylaw and the Municipal Government Act         | \$500 + Advertising (\$500 deposit credited toward actual advertising fees) + Registry fees                   |
| Deregistration of a Municipal Heritage Property  | \$50 administration fee + Advertising (\$500 deposit credited toward actual advertising fees) + Registry fees |
| Application Fee for a Development Permit, pursuant to the Town of Annapolis Royal Land Use Bylaw   | \$50  |
| Application Fee for Variance, pursuant to the Town of Annapolis Royal Land Use Bylaw and the Municipal Government Act  | \$400 + Advertising (\$500 deposit credited toward actual advertising fees) + Registry fees                   |
| Application Fee for Subdivision Approval, including additions, consolidations and repeals pursuant to the Town of Annapolis Royal Subdivision Bylaw and the Municipal Government Act | Tentative: \$200 + Registry fees<br>Final: \$300 + Registry fees  |

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| Building Permit Application and Inspection Fees of all sorts, and at all stages of construction or readiness for occupancy for new construction, additions, renovations, and demolitions, occupancy pursuant to the Town of Annapolis Royal Building Bylaw and the Building Code Act | As set out in Schedule "A" to this Policy |
| Tax Certificates, pursuant to the Municipal Government Act   | \$30.00 per Certificate                   |
| Zoning Confirmation Letters pursuant to s. 79 of the Municipal Government Act  | \$100 per Letter                          |

**Fees in Relation to Particular Businesses or Business Activities**

| <b>Description of License, Inspection, Permit, Application, or Approval</b>                              | <b>Fee</b>  |
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| Vending fees, pursuant to the Town of Annapolis Royal's Vending Bylaw                                    | As set out in Schedule "B" to this Policy                             |
| Taxi License, pursuant to the Town of Annapolis Royal's Taxi Bylaw and pursuant to the Motor Vehicle Act | \$25.00 per licensed taxicab per year and \$15.00 per licensed driver |

**Fees in Relation to Other Matters**

| <b>Description of license, Inspection, Permit, Application, Approval, Animal Impoundment, or Service</b>                               | <b>Fee</b>  |
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| Animal Control Fees pursuant to the Town of Annapolis Royal's Animal Control Contract with the Municipality of the County of Annapolis | As set out in Schedule "C" to this Policy   |
| Provision of Tax account information to a financial institution pursuant to the Town of Annapolis Royal's Taxation Information Bylaw   | \$25.00   |
| Newsletter Advertisement   | Small \$15 per edition<br>Large \$30 per edition<br>Minimum order of 3 editions, but the ad can vary in each edition. |
| Business Sandwich Boards or Off-Premises Sign on Town Property pursuant to the Town of Annapolis Royal's policy on Sandwich Boards     | \$25.00 per year OR<br>\$50.00 for 3 years  |
| Landfill Tipping Fees, pursuant to the Town of Annapolis Royal's Solid Waste Bylaw   | As set out in Schedule "D" to this Policy   |

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| Water Deposit for Tenant's pursuant to the Town of Annapolis Royal's Water Utility Schedule of rates   | \$100.00 refundable  |
| Water On/Off as per Annapolis Royal's Water Utility  | \$20.00  |
| Water Connection Fees  | 1. Opening and closing ground trench to receive connection (Owners responsibility) (Including Traffic Control)<br>2. Supplying and laying 3/4" water pipe and fittings from main water pipe to property line (including materials and labour) (Water Utilities Responsibility)<br>3. Supplying and laying 3/4" water pipe and fittings from property line to building (including materials and labour) (Owners Responsibility)   |
| Street Excavation permit pursuant to the Town of Annapolis Royal's Streets and Sidewalks Bylaw   | \$300.00   |
| Street Transport Permit (for moving a building on streets) pursuant to the Town of Annapolis Royal's Streets and Sidewalks Bylaw                 | \$50.00  |
| Encroachment Permit pursuant to the Town of Annapolis Royal's Streets and Sidewalks Bylaw  | \$50.00  |
| Cuts and Excavation as per the Town of Annapolis Royal's Streets and Sidewalks Bylaw   | \$300.00   |
| Connection to any Building Services connection to the Town's Wastewater Storm water system pursuant to the Town of Annapolis Royal's Sewer Bylaw | \$50.00  |
| File application and obtain permit and permission from Superintendent of Public Works as per Sewer Bylaw   | \$50 administration fee plus \$2300 or total material cost, whichever is greater, per lateral.   |
| Applicant for more than one lot in areas subject to the Bylaw, the following shall apply:  | Where security is provided under Section 7. by an Applicant for more than one lot in areas subject to the Bylaw, the following shall apply:<br>(a) for up to five lots at any one time, the maximum total security shall be \$5,000.<br>(b) for more than five lots but less than twenty-five lots at any one time, the maximum total security shall be \$10,000.<br>(c) For more than twenty-five lots at any one time, the maximum total security shall be \$15,000. |

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| Police Criminal Record Check (PCRC) or Police Vulnerable Sector Check (PVS)   | Employment \$38.95 + HST<br>Volunteer 38.95 + HST<br>Volunteer Current Resident of Annapolis Royal 8.95 + HST  |
| Parking Infraction  | \$25.00 if paid in 60 days, \$57.96 after 60 days  |
| Summary Offense Tickets   | Fines and Fees are collected and determined by the Department of Justice and are determined by the Summary Offence Ticket Act.<br><a href="https://www.novascotia.ca/just/regulations/sots/NSSOTbooklet.pdf">https://www.novascotia.ca/just/regulations/sots/NSSOTbooklet.pdf</a>  |
| Application for exemption under Orderly and Peaceful Conduct Bylaw  | \$50.00, applicant may request Council to waive said fee.  |
| Routine Access Policy<br>Must verify if approved,<br>Must find approved copy,<br>approved with amendments<br>Feb 2014, not on website | There is a mandatory Five Dollars (\$5.00) application fee for access to general records.<br>If the application is for access to general records of the Town, you will also be charged:<br>The cost of staff time to locate and retrieve information at a cost of \$15.00 per staff person per hour;<br>The cost of staff time to prepare the records at a cost of \$15.00 per staff person per hour; and<br>Photocopying at a cost of \$0.20 per page and postage fees at actual costs and if applicable fax charges at actual costs. |
| After Hours Public Works Emergency Call-in  | Any Public Works emergency call-in that occurs after normal operating hours of 8:00am - 4:30pm Monday through Fridays will be a fee of \$150.00.   |
| Facility Short Term Rental Rates  | As set out in Schedule "F" to this Policy  |

**Penalties and Fines for Bylaw and Policy infractions**

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| Penalty under the Lot Grading and Drainage Bylaw | A person who violates any provision of this Bylaw or any agreement made pursuant to this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not less than one hundred dollars (\$100.00) and not exceeding five thousand dollars (\$5,000) and in default of payment to imprisonment for a term not exceeding six (6) months and in case of a continuing offence to a further fine not exceeding five hundred dollars (500.00) for each day during which the offence continues and in default of payment to imprisonment for a term not exceeding thirty (30) days. |
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| Violation of Orderly and Peaceful Conduct Bylaw                                       | Any person who violates any section of this Bylaw is guilty of an offence and shall, on summary conviction be liable to a fine of not less than one hundred dollars (\$100) and not more than one thousand dollar (\$1,000) or imprisonment for a period of not more than ninety (90) days, including the imposition of a minimum fine. Each event that constitutes a violation of this Bylaw is a separate offence; and if a violation is a continuing one, each day during which it continues constitutes a separate offence.   |
| Option of payment in lieu of prosecution under the Orderly and Peaceful Conduct Bylaw | <p>A person who is alleged to have violated this bylaw and is given notice of the alleged violation may pay a penalty in the amount of \$125.00 to an official designated by the Chief Administrative Officer, which official and place of payment shall be designated on the notice, provided that said payment is made within a period of fourteen (14) days following the day on which the alleged violation was committed and where the said notice so provides for payment in this manner, and such payment shall be in full satisfaction, releasing and discharging all penalties and imprisonments incurred by the person for said violation.</p> <p>If a person violates the same provision of this Bylaw twice within one six-month period, the minimum penalty for the second such violation is \$200.00.</p> |
| Outdoor Fire Bylaw Penalty offences and penalty                                       | Any person who contravenes or fails to comply with any of the provisions of this bylaw shall be liable to a penalty no less than \$250 and not exceeding \$5,000 for each offence, as per Schedule A attached.  |
| Option of Payment in lieu of prosecution under Outdoor Fire Bylaw                     | Any person who is given notice of the contravention may pay to the Town of Annapolis Royal at the place specified in the notice; the  |
|   | minimum sum provided under the Town's Payment in Lieu of Prosecution Policy, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.   |
| Fire and Intruder Alarm Bylaw violation   | Any person who violates section 4 of this Bylaw is guilty of an offence punishable on summary conviction by a fine of not less than \$250 per occurrence. Any person who violates any other provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine of not less than \$250 per occurrence.   |

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| Minimum Housing and Maintenance Standards Bylaw | In addition to any other remedy provided for in this Bylaw, any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$250 and not more than \$1,000.<br>Failure to remedy the violations described in the notice provided for in Section 9(1) within the period of time fixed in the notice shall constitute an offence.<br>In any prosecution or proceeding in respect of any contravention of, or failure to comply with any provision of this Bylaw, which contravention of or failure to comply continues from day to day, the Court before whom the matter of such contravention of or failure to comply is heard, may, in addition to the penalty imposed for such contravention or failure to comply, impose a further penalty not exceeding \$100 for each day during which such contravention or failure to comply has been continued. |
| Solid Waste Management Bylaw                    | Schedule D  |
| Off Road Vehicles Bylaw                         | Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$100.00 and not more than \$10,000.00 and to imprisonment of not more than ninety (90) days in default of payment thereof.   |
| Vending Bylaw                                   | As set out in Schedule "B" to this Policy   |
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4. A policy known as Fines and Fees Policy #2022-01 as adopted by Council on the 20<sup>th</sup> day of April 2022 is hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 18 day of September 2024.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the 24 day of Sept 2024.

  
 Sandi Millett-Campbell  
 Chief Administrative Officer

**Schedule A Building Bylaw**

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| <b>Building Permits: New Construction &amp; Additions</b><br>Note: All Building Permits require a Development Permit      | Fee   |
| Single detached residential dwellings, community centres, cottages, and churches.   | \$100 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) + \$0.15 / sq. ft for unfinished basement areas  |
| Other residential buildings not otherwise specified.  | \$50 / unit + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions)  |
| Commercial, industrial & other buildings not otherwise specified.   | 0 – 2,500 sq. ft.:<br>\$300 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 2,501 – 10,000 sq. ft.:<br>\$500 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 10,001 – 45,000 sq. ft.:<br>\$2,500 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 45,001 + sq. ft.:<br>\$5,000 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) |
| Sheds, decks, shell storage buildings, garages, barns and forestry or fishing buildings not designed for human occupancy. | Finished Interiors: \$50 + \$0.35 / sq. ft (based on all useable floor areas of new construction or additions)<br>Covered Decks: \$50 + \$0.20 / sq. ft (based on all useable floor areas of new construction or additions)<br>Other: \$50 + \$0.10 / sq. ft (based on all useable floor areas of new construction or additions)  |
| <b>Building Permits: Repairs, Renovations &amp; Alterations</b>   | <b>Fee</b>  |
| Single detached residential dwellings, community centres, cottages, and churches.   | \$100 + \$4 / \$1000 of estimated value of construction   |
| Other residential buildings not otherwise specified.  | \$50 / unit + \$4 / \$1000 of estimated value of construction   |
| Commercial, industrial & other buildings not otherwise specified.   | \$150 + \$6 / \$1000 of estimated value of construction   |
| Existing buildings not designed for human occupancy.  | \$15 + \$4 / \$1000 of estimated value of construction  |
| <b>Building Permits: Other</b>  | <b>Fee</b>  |
| Location or re-location of an EXISTING STRUCTURE or MOBILE HOME.  | \$50  |
| Construction or location of SWIMMING POOL including required fencing.   | \$25  |
| RENEWAL of an approved permit.  | \$25  |
| DEMOLITION of building or structure.  | \$25  |
| Plumbing Permit.  | \$10 / plumbing fixture   |

**Square footage for the purpose of building permits shall be calculated as follows:**

- a. buildings intended for human occupancy shall include all useable floor space (finished);
- b. buildings not intended for human occupancy shall be based on the area of the main floor.

**Value of construction is based on contract.**

If no suitable written contract price is submitted with the application, the fee shall be based on \$60.00 / sq.ft to establish the value of construction.

**Permit fees shall be refunded in situations and proportions as follows:**

- a. applications never completed, retained fee \$25, balance refunded;
- b. permit denied, retained fee \$25, balance refunded;
- c. permit revoked or abandoned before work commenced, 50% of fee refunded;
- d. permit revoked or abandoned after work commenced, no refund.



Schedule B Vending Bylaw

Vending Bylaw 2019 Fees

To be included in Town of Annapolis Royal Fee Policy upon Second Reading of the Bylaw

|                  | One Year Permit | Seasonal Permit | Occasional Permit |
|------------------|-----------------|-----------------|-------------------|
| Mobile Canteen   | \$500.00        | \$250.00        | \$125.00          |
| Mobile Stand     | \$200.00        | \$100.00        | \$50.00           |
| Non-Mobile Stand | \$50.00         | \$30.00         | \$20.00           |
| Garden Centres   | \$25.00         | \$15.00         | \$10.00           |
| Flea Markets     | \$25.00         | \$15.00         | \$10.00           |

Definitions — as per Section 17(3)(a)(b) and (c) of the Vending Bylaw 2019 Full Year Permit: Full Year

Permit: January 1 to December 31 in any year

Seasonal Permit: May 1 to October 31 in any year

Occasional Permit: For one or more occasions or less than 3 days in any year

**Schedule C Pets**

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| Dog Licenses (Dog Bylaw)  | One-time fee, for life of dog<br>Neutered \$15.00<br>Un-neutered \$30.00 |   |
| Animal Complaints (for each on-site visit to pick up the animal, obtain information, take pictures and/or leave a dog/cat trap) | \$50.00  | As Per Contract Agreement For Animal Control Services |
| Impounding Cats   | \$8.00   | As Per Contract Agreement For Animal Control Services |
| Board Fee Cats  | \$4.00   | As Per Contract Agreement For Animal Control Services |
| Impounding Dogs   | \$30.00  | As Per Contract Agreement For Animal Control Services |
| Board Fee Dogs  | \$15.00  | As Per Contract Agreement For Animal Control Services |
| Transporting Animals to a vet for euthanasia and disposal   | \$40.00  | As Per Contract Agreement For Animal Control Services |
| Posting Notices   | \$10.00 (in two places within Town)                                      | As Per Contract Agreement For Animal Control Services |

**Schedule D Solid Waste Bylaw (enforced by Valley Waste)**  
**Fines and Penalties for shall be as follows:**

1. Any person who violates any of the following sections of this Bylaw:
  - (a) section 27 (illegal burning)
  - (b) section 28a(depositing provincially banned material)
  - (c) section 32 (accumulation of waste-resources)
  - (d) section 33 (unauthorized placing of waste for curbside collection)
  - (e) section 34 (failure to source-separate)
  - (f) section 37 (improper container placement)
  - (g) section 38 (improper set-out time)
  - (h) section 39 (failure to remove uncollected containers or material)
  - (i) section 40 (improper collection container)
  - (j) section 44 (failure to fulfill occupant's responsibilities)
  - (k) section 45a (1) (interfering with collection)

is guilty of a summary offense and liable to a fine of not less than one hundred dollars (\$100) and not more than five hundred dollars (\$500) and, in default of payment thereof, to imprisonment for a period of not more than ninety (90) days.

2. Any person who violates any of the following sections of this Bylaw:
  - (a) section 26 (illegal dumping)
  - (b) section 29 (removal or export of residual waste)
  - (c) section 35 (failure to source-separate, IC&I users)
  - (d) section 36 (source-separation, public waste)
  - (e) section 43 (failure to fulfill property owner's responsibilities)
  - (f) section 45a(2) (illegal collection)
  - (g) section 45a(3) (removal of waste containers)
  - (h) section 46 (IC&I waste-resource removal)
  - (i) section 47 (improper commercial containers)

is guilty of a summary offence and liable to a fine of not less than one hundred dollars (\$100) and not more than ten thousand dollars (\$10,000) and, in default of payment thereof, to imprisonment for a period of not more than two (2) months

3. Any person found in violation of Sections 52 and 53 of this bylaw is guilty of a summary offence and is subject to a fine of not less than one hundred dollars (\$100) and not more than ten thousand dollars (\$10,000) and, in default of payment thereof, to imprisonment for a period of not more than two (2) months
4. Subject to Sections 1, 2, 3 any person who violates any provision of this bylaw is guilty of a summary offense and liable to a fine of not less than one hundred dollars (\$100) and not more than five thousand dollars (\$5,000) and, in default of payment thereof, to imprisonment for a period of not more than ninety (90) days.

**SCHEDULE 1**  
**The Town of Annapolis Royal Facility Short Term Rental Rates**

| Facility  | Not-For-Profit/Community Groups /Schools <sup>1</sup> / Other Governments | Partnered Fitness & Sports Leaders | Private/Corporate/For-Profit Organizations          |
|---|---|------------------------------------|---|
| Gymnasium   | \$0.00/hr   | \$20.00/hr                         | \$30.00/hr<br>\$100.00 1/2 day<br>\$225.00 full day |
| Farmers' Market Square  | \$10.00/hr  | \$20.00/hr                         | \$30.00/hr<br>\$100.00 1/2 day<br>\$225.00 full day |
| Amphitheatre (pre-booked only)  | \$0.00/hr   | \$20.00/hr                         | \$50.00/hr <sup>2</sup>                             |
| Meeting Rooms (Upper Level Board Room & Library Programming Rooms)  | \$0.00/hr   | \$20.00/hr                         | \$40.00/hr  |
| <b>Janitorial Costs</b>   |   |                                    |   |
|   | \$30.00/hr  | \$30.00/hr                         | \$30.00/hr  |
| <b>Key Costs</b>  |   |                                    |   |
| <p><b>Any client that requires the use of keys will be required to pay a \$20 refundable deposit. Failure to return keys by an agreed-upon date will result in the loss of your deposit and full key replacement costs in addition to possible denial of any future bookings.</b></p> |   |                                    |   |

<sup>1</sup> Subject to the annual usage agreement between the Town of Annapolis Royal and the Annapolis West Education Centre

<sup>2</sup> If event is free and open the general public, this fee is waived