

**TOWN OF ANNAPOLIS ROYAL
POLICY**

TITLE: Fines and Fees Policy	
POLICY NO.: 2026-03	SUPERSEDES: September 18, 2024, July 17, 2025
EFFECTIVE DATE: April 16, 2026	APPROVED BY COUNCIL MOTION NO.: #C2026-04-15-05

1. This Policy is entitled “Fines and Fees 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 By-law, 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 By-law Amendment, pursuant to the Town of Annapolis Royal Land Use By-law and the Municipal	\$500 + Advertising (\$500 deposit credited toward actual advertising fees)
Application Fee for a Development Agreement or amendment to a Development Agreement,	\$500 + Advertising (\$500 deposit

pursuant to the Town of Annapolis Royal Land Use By-law and the Municipal Government Act	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 By-law	\$50
Application Fee for Variance, pursuant to the Town of Annapolis Royal Land Use By-law 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 By-law and the Municipal Government Act	Tentative: \$200 + Registry fees Final: \$300 + Registry fees
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 By-law 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

Description of License, Inspection, Permit, Application, or Approval	Fee
Vending fees, pursuant to the Town of Annapolis Royal's Vending By-law	As set out in Schedule "B" to this Policy

Taxi License, pursuant to the Town of Annapolis Royal's Taxi By-law and pursuant to the Motor Vehicle Act	\$25.00 per licensed taxicab per year and \$15.00 per licensed driver
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Fees in Relation to Other Matters

Description of license, Inspection, Permit, Application, Approval, Animal Impoundment, or Service	Fee
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 By-law	\$25.00
Newsletter Advertisement	Small \$15 per edition Large \$30 per edition 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	\$25.00 per year OR \$50.00 for 3 years

Royal's policy on Sandwich Boards	
Landfill Tipping Fees, pursuant to the Town of Annapolis Royal's Solid Waste By-law	As set out in Schedule "D" to this Policy
Water On/Off as per Annapolis Royal's Water Utility	\$20.00
Water Connection Fees	<ol style="list-style-type: none"> 1. Opening and closing ground trench to receive connection (Owners responsibility) (Including Traffic Control) 2. Supplying and laying 3/4" water pipe and fittings from main water pipe to property line (including materials and labour) (Water Utilities Responsibility) 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 By-law	\$300.00
Street Transport Permit (for moving a building on streets) pursuant to the Town of Annapolis Royal's Streets and Sidewalks By-law	\$50.00
Encroachment Permit pursuant to the Town of Annapolis Royal's	\$50.00

Streets and Sidewalks By-law	
Cuts and Excavation as per the Town of Annapolis Royal's Streets and Sidewalks By-law	\$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 By-law	\$50.00
File application and obtain permit and permission from Superintendent of Public Works as per Sewer By-law	\$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 By-law, the following shall apply:	Where security is provided under Section 7. by an Applicant for more than one lot in areas subject to the By-law, the following shall apply: (a) for up to five lots at any one time, the maximum total security shall be \$5,000. (b) for more than five lots but less than twenty-five lots at any one time, the maximum total security shall be \$10,000. (c) For more than twenty-five lots at any one time, the maximum total security shall be \$15,000.
Police Criminal Record Check (PCRC) or Police Vulnerable Sector Check (PVS)	Employment \$38.95 + HST Volunteer 38.95 + HST 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. https://www.novascotia.ca/just/regulations/sots/NSSOTbooklet.pdf
Application for exemption under Orderly and Peaceful Conduct By-law	\$50.00, applicant may request Council to waive said fee.
Routine Access Policy Must verify if approved, Must find approved copy, approved with amendments Feb 2014, not on website	There is a mandatory Five Dollars (\$5.00) application fee for access to general records. If the application is for access to general records of the Town, you will also be charged: The cost of staff time to locate and retrieve information at a cost of \$15.00 per staff person per hour; The cost of staff time to prepare the records at a cost of \$15.00 per staff person per hour; and 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 By-law and Policy infractions

Penalty under the Lot Grading and Drainage By-law	A person who violates any provision of this By-law or any agreement made pursuant to this By-law 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
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	(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.
Violation of Orderly and Peaceful Conduct By-law	Any person who violates any section of this By-law 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 By-law 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 By-law	<p>A person who is alleged to have violated this By-law 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 By-law twice within one six-month period, the minimum penalty for the second such violation is \$200.00.</p>
Outdoor Fire By-law Penalty offences and penalty	Any person who contravenes or fails to comply with any of the provisions of this By-law 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 By-law	Any person who is given notice of the contravention may pay 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.

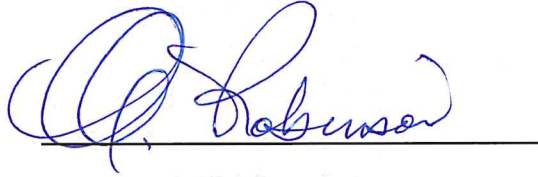
Fire and Intruder Alarm By-law violation	Any person who violates section 4 of this By-law is guilty of an offence punishable on summary conviction by a fine of not less than \$250 per occurrence. Any person who violates any other provision of this By-law is guilty of an offence punishable on summary conviction by a fine of not less than \$250 per occurrence.
Minimum Housing and Maintenance Standards By-law	In addition to any other remedy provided for in this By-law, any person who contravenes any provision of this By-law is punishable on summary conviction by a fine of not less than \$250 and not more than \$1,000. 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. In any prosecution or proceeding in respect of any contravention of, or failure to comply with any provision of this By-law, 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 By-law	Schedule D
Off Road Vehicles By-law	Any person who contravenes any provision of this By-law is punishable on summary conviction by a fine of not less than \$100.00 and not more than \$10,000.00 and imprisonment of not more than ninety (90) days in default of payment thereof.
Vending By-law	As set out in Schedule "B" to this Policy

4. A policy known as Fines and Fees Policy #2025-10 as adopted by Council on the 16th day of July 2025 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

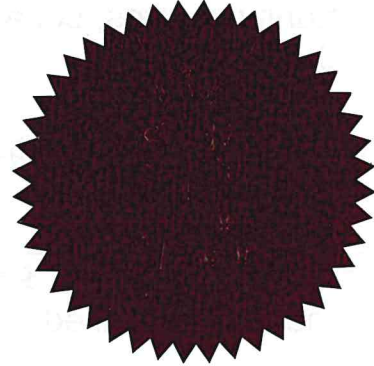
on the 15th day of April 2026.

GIVEN under the hand of the CAO and
under the seal of the Town of Annapolis
Royal the 16th day of April 2026.



per

Sandi Millett-Campbell
Chief Administrative Officer



Schedule A Building By-law

Building Permits: New Construction & Additions 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.: \$300 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 2,501 – 10,000 sq. ft.: \$500 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 10,001 – 45,000 sq. ft.: \$2,500 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 45,001 + sq. ft.: \$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) Covered Decks: \$50 + \$0.20 / sq. ft (based on all useable floor areas of new construction or additions) Other: \$50 + \$0.10 / sq. ft (based on all useable floor areas of new construction or additions)
Building Permits: Repairs, Renovations & Alterations	Fee
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
Building Permits: Other	Fee
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

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 By-law

Vending By-law 2026 Fees

To be included in Town of Annapolis Royal Fee Policy upon Second Reading of the By-law

	One Year Permit	Seasonal Permit	Occasional Permit
Mobile Canteen	\$500.00	\$250.00	\$125.00
Stand	\$200.00	\$100.00	\$50.00
Flea Markets	\$25.00	\$15.00	\$10.00

Definitions — as per Section 17(3)(a)(b) and (c) of the Vending By-law 2026

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

Dog Licenses (Dog By-law)	One-time fee, for life of dog Neutered \$15.00 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)	\$80.00	As Per Contract Agreement For Animal Control Services
Impounding Dogs	\$35.00	As Per Contract Agreement For Animal Control Services
Board Fee Dogs	\$20.00	As Per Contract Agreement For Animal Control Services
Transporting Animals to a vet for euthanasia and disposal		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 By-law (enforced by Valley Waste) Fines and Penalties for shall be as follows:

1. Any person who violates any of the following sections of this By-law:
 - (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 By-law:
 - (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 By-law 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 By-law 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 F Town Facilities

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

Facility	Not-For-Profit/Community Groups /Schools¹ / Other Governments	Partnered Fitness & Sports Leaders	Private/Corporate/ For- Profit Organizations
Gymnasium	\$0.00/hr	\$20.00/hr	\$30.00/hr \$100.00 1/2 day \$225.00 full day
Farmers' Market Square	\$10.00/hr	\$20.00/hr	\$30.00/hr \$100.00 1/2 day \$225.00 full day
Amphitheatre (pre- booked only)	\$0.00/hr	\$20.00/hr	\$50.00/hr ²
Meeting Rooms (Upper Level Board Room & Library Programming Rooms)	\$0.00/hr	\$20.00/hr	\$40.00/hr
Janitorial Costs			
	\$30.00/hr	\$30.00/hr	\$30.00/hr
Key Costs			
<p>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.</p>			

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

² If event is free and open the general public, this fee is waived