



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

1. APPLICATION

1.1. 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 Municipality of the District of Argyle in effect on the effective date of this policy, the fee amounts set out in this policy shall amend those previously in effect.

2. INTEREST

2.1. Interest will be charged at a rate of 16% per annum on all unpaid balances exceeding 30 days.

3. FEES

3.1. The fees to be paid to the Municipality of the District of Argyle for each of the following licenses, inspections, permits, applications, approvals, animal impoundments, room rentals, or services are set in, or amended to, the respective amounts shown in the following tables, on the following pages.



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

4. FEES IN RELATION TO PLANNING, SUBDIVISION, DEVELOPMENT, BUILDING, AND TAX CERTIFICATATION

| Description of License, Inspection, Permit, Application, Approval or Service | Fee |
|---|---|
| Development Permit | \$25 |
| Change of Use Permit | \$25 |
| New construction and additions to residential, community centres, churches, and cottages | \$30 base fee + ¢13 per sq. ft. |
| New construction and additions to commercial, industrial | \$30 base fee + ¢20 per sq. ft. |
| Sheds, decks, shell storage buildings, garage, barns, buildings not designed for human occupancy | \$30 base fee + ¢8 per sq. ft |
| Renovations, alterations, and repairs | \$30 base fee + \$1.50 per \$1,000 |
| Agricultural | \$30 base fee + ¢10 per sq. ft. |
| Demolition | \$30 |
| Renewal | \$0 |
| Application fee for Subdivision Approval, including additions, consolidations and repeals pursuant to the Municipality of the District of Argyle's Subdivision By-Law and the <i>Municipal Government Act</i> | \$150 or cost of registering final plan of subdivision or instrument of subdivision. |
| Fee for any action requiring subdivision approval | \$250 or cost of final plans of subdivision |
| Tax Certificates, pursuant to the <i>Municipal Government Act</i> | \$25 |
| Municipal Civic Signs and posts | <ul style="list-style-type: none"> - No fee for year round residents - No fee for seasonal dwellings - Cost of a sign per any additional sign not required per the Civic Sign By-Law |



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

| | |
|--------------------------|---|
| | - Cost of a metal post for any metal post |
| Variance | \$50 |
| Site Plan Approval | \$100 |
| Development Agreement | \$700 |
| LUB Amendment | \$400 |
| Advertising ¹ | \$150 |
| Zoning Compliance Letter | \$30 |

¹to be adjusted by future resolution to reflect average advertising costs.

5. FEES IN RELATION TO PARTICULAR BUSINESSES OR BUSINESS ACTIVITIES

| Description of License, Inspection, Permit, Application, Approval or Service | Fee |
|--|--------------------------------------|
| Transient Vendor License, pursuant to the Municipality of Argyle's Transient Vendor By-Law (By-Law 13 A) | \$100 per day to a maximum of \$1500 |
| Transient Trader License, pursuant to the Municipality of Argyle's Transient Vendor By-Law (By-Law 13 A) | \$25 per day to a maximum of \$400. |

6. FEES IN RELATION TO SEWERS

| Description of License, Inspection, Permit, Application, Approval or Service | Fee |
|--|--|
| Sewer Lateral Connection Fee, pursuant to the Municipality of Argyle's West Pubnico Sewer and Tuskent Wastewater By-Laws | \$1000 per structure connection |
| Tuskent Sewer Maintenance | Unit price set annually by Council |
| West Pubnico Sewer Maintenance | Unit price set annually by Council |
| West Pubnico Sewer – Capped Laterals | \$20 per year, plus one half of the capital fee, if the capital fee is outstanding |

7. FEES IN RELATION TO OTHER MATTERS

| Description of License, Inspection, Permit, Application, Approval or Service | Fee |
|--|-----|
| | |



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

| | |
|--|--|
| Copy of any Municipal Document(s) | - \$10 per page for black and white copies of documents. |
| Council Chambers Room Rental | See Schedule "C" |
| Criminal Record Check | - No fee for volunteers |
| Election Deposit, pursuant to the Municipality of Argyle's Elections Deposit By-Law (By-Law 21) and the <i>Municipal Elections Act</i> | \$200 |
| Dog Registration and Impoundment, pursuant to the Municipality of Argyle's Dog By-Law | See Schedule "A" |

8. PENALTIES

8.1. Every charge imposed under the provision of this policy constitutes a lien upon the real property as is provided in section 81 (3) of the *Municipal Government Act*. Charges are collected in the same manner as taxes on real property are collected.

9. PENALTIES IN RELATION TO PARTICULAR BUSINESS OR BUSINESS ACTIVITIES

| Description of Penalty | Penalty |
|--|--|
| Transient Vendor Licence, pursuant to the Municipality of Argyle's Transient Vendor By-Law | Not less than \$500, and not more than \$10,000 per non-compliance |

10. PENALTIES IN RELATION TO SEWERS

| Description of Penalty | Penalty |
|--|---------|
| Failure to comply with provisions of the Municipality of Argyle's Tusket Wastewater By-Law | \$1000 |
| Failure to comply with provisions of the Municipality of Argyle's West Pubnico Wastewater By-Law | \$1000 |

11. PENALTIES IN RELATION TO OTHER MATTERS

| Description of Penalty | Penalty |
|--|------------------|
| Failure to comply with provisions of the Municipality of Argyle's Dog By-Law | See Schedule "B" |


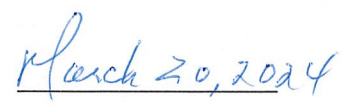
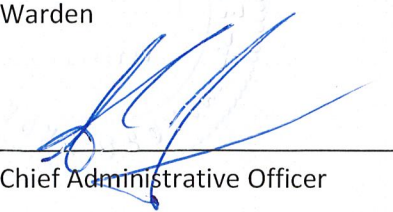
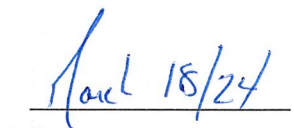


| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

| | |
|--|--|
| Failure to comply with provisions of the Municipality of Argyle's Animal By-Law | Not less than \$25 and not more than \$250 |
| Failure to comply with provisions of the Municipality of Argyle's Solid Waste By-Law | Not less than \$100 and not more than \$5000 |
| Failure to comply with provisions of the Municipality of Argyle's Noise By-Law | Not less than \$200 and not more than \$2000 |
| Any By-Law for which there is no penalty expressly stated elsewhere | Not less than \$25 and not more than \$250 |



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

| | |
|---|---|
| Chief Administrative Officers' Annotation for Official Policy Record | |
| Date of Notice to Council Members of Intent to Consider (7-days minimum) | February 29, 2024 |
| Date of Passage of Current Policy | March 14, 2024 |
| I certify that this policy was adopted by Council as indicated above. | |
|  <hr/> Warden |  <hr/> Date |
|  <hr/> Chief Administrative Officer |  <hr/> Date |

| Version Log | | |
|-------------|--|----------------|
| Version # | Amendment | Date |
| 1 | Original Policy | July 25, 2016 |
| 1.1 | Modifying fees to match LUB amendments | April 28, 2023 |
| 1.2 | Adding fees that were missed in version 1.1. | May 25, 2023 |
| 1.3 | Adding Council Chamber Rental fees | March 14, 2024 |



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

SCHEDULE "A" (By-Law 12 A – Dogs)

| ANNUAL REGISTRATION FEES | |
|--|-------------|
| Registration Type | Cost |
| Dog registration (male or female) | \$20 |
| Dog registration for neutered male or spayed female | \$10 |
| Dog registration for neutered male or spayed female that is implanted with a microchip or tattooed | \$5 |
| Fierce and dangerous dog registration | \$100 |
| Kennel registration | \$100 |
| DAILY IMPOUNDMENT FEES | |
| Impoundment Type | Cost |
| First impoundment in any calendar year | |
| Neutered male or spayed female dog | \$25 |
| Non-neutered or un-spayed dog | \$50 |
| Fierce and Dangerous Dog | \$100 |
| Second impoundment in any calendar year | |
| Neutered male or spayed female dog | \$75 |
| Non-neutered or un-spayed dog | \$150 |
| Fierce and Dangerous dog | \$250 |
| Third impoundment in any calendar year | |
| Neutered male or spayed female dog | \$150 |
| Non-neutered or un-spayed dog | \$300 |
| Fierce and Dangerous Dog | \$500 |



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

SCHEDULE "B" (By-Law 12 A – Dogs)

| Penalties | Applicable Sections | Cost |
|---|----------------------------|---|
| (1) Failure to remove the feces of a dog as required by this By-Law; | Section 5 (1) | \$100 |
| (2) Failure to have in his or her possession a suitable means of facilitating the removal of a dogs feces when required by this By-Law; | Section 5 (2) | \$100 |
| (3) Whose dog persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise; | Section 5 (4) | \$100 |
| (4) Who permits his or her dog to enter or remain in or on a school ground, playground, sports field, golf course, or any other area where dogs are prohibited by posted signs; | Section 5(5) | \$100 |
| (5) Who keeps a dog in an unsanitary condition; | Section 6(1) | \$100 |
| (6) Who neglects or refuses to provide a written statement required by this By-Law; | Section 3(13) | \$100 |
| (7) Which runs at large; | Section 7(2) | If licensed fierce or dangerous: \$500 If unlicensed: \$150 If licensed: \$100 |
| (8) Which is fierce or dangerous; | Section 8(1) | \$500 |
| (9) Who fails to comply with the requirements for registering or keeping a fierce or dangerous dog; | Section 8(2) | \$500 |
| (10) Whose dog is not wearing a tag as required by this By-Law | Section 3(1) | \$50 |

NOTE: Penalties 1 through 6 and 10 will be issued after one written warning is issued. The contravention of the same provision of this By-Law twice within one 12-month period shall double the above. The contravention of the same provision of this By-Law three or more times within one 12-month period shall triple the above.



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

Schedule “C” – Council Chambers Room Rental

Below are the room rental fees for organizations interested in booking the council chamber for meetings or events during the day or evening, subject to availability.

| Time of Rental | Room Rental Only | Room Rental + Coffee and Water | IT Services |
|---|------------------|--------------------------------|-----------------|
| During office hours – HALF DAY (5 hours or less) | No fee | \$15 | \$25 |
| During office hours – FULL DAY (More than 5 hours) | No fee | \$25 | \$25 |
| After office hours – Between 5 and 8 p.m. | \$50 | \$75 | Additional \$75 |

- Reservations must be made at least 48 hours in advance.
- The maximum number of participants allowed is 30.
- Organizations are responsible for ensuring that the room is left in the same condition in which they found it.
- Any damage that occurs during the organization's booking will be the responsibility of the organization. Fees for repairs will be determined based on the damaged items.
- If the room is left in a messy condition, an additional cleaning fee of \$50 will be charged to the organization.

Excluded from these fees would be Municipal Committees, such as:

- Fire Departments in the Municipality
- Waste Check
- Argyle Recreation Commission,
- Regional Emergency Management Organization (REMO)
- Mariners Center
- Yarmouth Area Industrial Commission
- Yarmouth Airport
- Yarmouth Acadian Shores Tourism Association (YASTA)
- Nakile
- Western Counties Regional Library
- Yarmouth County Joint Police Advisory Commission
- Doctor Recruitment
- Western Regional Enterprise Network (WREN)



| | |
|----------------------------------|-------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C22 |
| SECTION: COUNCIL POLICY | POLICY TITLE: FEES AND PENALTIES |

- Non-profit organizations that serve the Municipality of Argyle

Other organizations may be excluded from the fees at the discretion of the Chief Administrative Officer or their designate.