



**STAFF REPORT**

**TO:** Council

**FROM:** Erin Hartley, Director of Corporate Services

**APPROVED BY:** Trudy Payne, Chief Administrative Officer

**DATE:** September 28, 2020

**SUBJECT:** Fees and Charges Policy Amendment – September 2020

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**ORIGIN**

Inclusion of fees and charges related to the Regional Materials Recovery Facility.

**RECOMMENDATION**

THAT Council of the Municipality of the District of Shelburne approve the attached Fees and Charges Policy as amended.

**DISCUSSION**

The following fees and changes are being recommended in relation to Section 19.2 w.:

1. **TIPPING FEES**

- |   |  |
|---|--|
| a. Wood   | 3 cents per lbs. or \$60 per MT (Metric Ton) |
| b. Gyproc   | 3 cents per lbs. or \$60 per MT              |
| c. Shingles   | 3 cents per lbs. or \$60 per MT              |
| d. Mixed (plastic, glass, insulation)                                     | 3 cents per lbs. or \$60 per MT              |
| e. Brush - Commercial Users<br>(clean and no larger than 6-inch diameter) | 2 cents per lbs., or \$40 per MT             |
| f. Yard Waste - Commercial Users<br>(Leaves, Sediment, Rock)              | 2 cents per lbs., or \$40 per MT             |

2. **DROP-OFF FREE ITEMS**

- a. Fridges/Freezers
- b. Lobster Pots
- c. Lobster Rope

- d. Metal
- e. Brush – Residential Users  
(clean and no larger than 6-inch diameter)
- f. Yard Waste - Residential Users  
(Leaves, Sediment, Rock)

3. SALES

- a. Lobster Pots   \$5 per pot

The following amendment is being recommended in relation to Section 19.2 g. as it is required for our financial accounting and was not included in the last amendment relating to the Dog By-law:

1)Daily Boarding Fee   \$20.00 *plus HST*

An email containing this staff report and proposed amended By-Law was sent to Councillors on Friday, September 18, 2020 to provide required notice of 7 days as per MGA S. 48.

ATTACHMENTS

- Fees and Charges Policy with proposed amendments in red.



**POLICY PURPOSE**

19.1 It shall be the policy of the Municipality of the District of Shelburne to have a clear and concise policy which outlines all the fees and charges that are applicable for residents and businesses when requesting permits, licenses, or other forms of services.

**POLICY DETAILS**

19.2 The following fees are hereby established for the noted permits, licenses and other services provided:

a.	Building Bylaw	see Schedule "A"
b.	Deed Transfer	1.5% of sale price
c.	Dog Registration	\$15.00 plus HST
d.	Dog Registration Tag Replacement	\$7.50 plus HST
e.	Fee for Dog Kennel	\$50.00 per year plus HST
f.	Dog Impound Fee	\$40.00 plus HST
g.	Dog	
	1)Daily Boarding Fee	\$20.00 plus HST
	2)Veterinary Cost	Actual
h.	Dog Impound Pickup	Current Government Rate
i.	Dangerous Dog	\$200 plus HST
j.	1) Septage Receiving Annual Registration	\$50 per year per vehicle
	2) Septage Receiving Reactivation Fee	\$50 per reactivation
k.	Septage Receiving Usage	3.35 cents per litre
l.	Sewer System Connection	\$100
m.	Sewer System User Fee	\$265 per equivalent unit per year
n.	Solid Waste Management Administrative Ticket	\$200
o.	Subdivision Application	\$330
p.	Tax Certificate	\$50 per assessment account
q.	Property Tax & Misc. Billing Interest Rate	14% per year, calculated and applied the first day of each month on total balance outstanding at the end of the previous month.
r.	Tax Sale Redemption Interest Rate	10% per year, calculated and applied daily. Interest is paid from, and including, the day of the tax sale until the day the property is redeemed.

- s. Tax Account Statement or Bill Reprint \$10.00 per Assessment Number. Verbal confirmation of account balance is free of charge to owner/owner representative.
- t. Assessment Appeal Overpayment Interest will be paid at a rate of 1% per year on any taxes overpaid after an assessment appeal is processed. Interest is paid from July 1 to the date processed by the finance department.
- u. FOIPOP \$5.00 application fee per FOIPOP request plus \$20 per hour administration fee (after the first two hours) and photocopies fee.
- v. Photocopies \$0.10 plus HST per page.
- w. Regional Materials Recovery Facility see Schedule "B"

19.3 Any permits, licenses or other services requested outside of those noted in Section 19.2 shall be determined by Council at the time of the request.

19.4 This policy shall be reviewed from time to time during normal policy reviews or at the request of Council.

19.5 Any building or demolition permit that is cancelled shall have a 25% administration charge withheld from any refund.

19.6 No refunds shall be provided for any of the above charges if the applicant fails to carry out or not use the permit as requested.

19.7 An expired building permit may be renewed upon payment of a \$5.00 fee provided that at least one inspection has been carried out by the authority having jurisdiction within a twelve (12) month period either from date of issuance or last renewal date and the building permit renewal application has been completed.

**REPEAL**

19.8 Fees Policy approved by the Council of the Municipality of the District of Shelburne on April 24, 2017, is hereby repealed.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Fees and Charges on the 28th day of May, 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
WARDEN PENNY SMITH

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CHIEF ADMINISTRATIVE OFFICER- Trudy Payne

Approved by Council: May 28, 2018

Effective Date: May 28, 2018

Amended Date: December 10, 2018 (Amendments: 19.2 s,t,u and v were added)

Amended Date: February 25, 2019 (Amendments: 19.2 u – administration fees were added)

Amended Date: May 27, 2019 (Amendment: 19.2 k – rate increase)

Amended Date: November 25, 2019 (Amendment: 19.2 j.2 -Septage Receiving Reactivation Fee was added)

Amended Date: July 27, 2020 (Amendment: 19.2 Dog related fees and charges updated)

Amended Date: September 28, 2020 (Amendment: 19.2 w. RMRF was added)

### SCHEDULE "A"

The following are the fees for building permits:

a. Residential up to four units	\$25.00 plus \$0.10 per square foot
b. Residential over four units	\$50.00 plus \$0.14 per square foot
c. Residential repairs and renovations	\$25.00 plus \$1.00 per \$1000 value
d. Additions to residential	\$25.00 plus \$0.10 per square foot
e. Residential outbuildings	\$25.00 plus \$0.04 per square foot
f. Patio, decks, steps, carports, etc.	\$25.00 plus \$1.00 per \$1000 value
g. Assembly	\$50.00 plus \$0.14 per square foot
h. Commercial	\$50.00 plus \$0.14 per square foot
i. Industrial	\$50.00 plus \$0.14 per square foot
j. Institutional	\$50.00 plus \$0.14 per square foot
k. Addition to Commercial, Industrial, Institutional	\$50.00 plus \$0.14 per square foot
l. Repairs and Renovations (not Residential)	\$50.00 plus \$1.00 per \$1000 value
m. Outbuildings (not Residential)	\$35.00 plus \$0.06 per square foot
n. Relocation of Structure or Mobile Home	\$50.00
o. Demolition of Building - up to 500 sq. ft.	\$15.00
p. Demolition of Building – over 500 sq. ft.	\$35.00
q. New Mobile Home Placement	\$25.00 plus \$0.10 per square foot
r. Replacement of Single Family Dwelling	\$25.00 plus \$0.10 per square foot

## SCHEDULE "B"

The following are fees for the Regional Materials Recovery Facility:

### 1. TIPPING FEES

- |   |  |
|---|--|
| a. Wood   | 3 cents per lbs. or \$60 per MT (Metric Ton) |
| b. Gyproc   | 3 cents per lbs. or \$60 per MT              |
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### 2. DROP-OFF FREE ITEMS

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- b. Lobster Pots
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(clean and no larger than 6-inch diameter)
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### 3. SALES

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