



**Recommendations from
Committee of the Whole Meeting
February 13, 2025**

Fees Policy F-044-02

It was moved by Councillor Phil Mooney, seconded by Councillor Jim Baxter to recommend to Regular Council that the amendments to Fees Policy F-044-02 be approved.

Motion carried.



**Fees Policy
F-044-02**

Effective Date:

Part 1 Purpose

The purpose of this Policy is to establish the fee schedule for all licenses, inspections, permits, applications, approvals or services provided by the Municipality of the District of Yarmouth.

Part 2 Application of Policy

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 Yarmouth in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

Part 3 Interest

Interest will be charged at a rate of 18% per annum on all unpaid balance exceeding 30 days.

Part 4 Lien

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

Part 5 Fees

The fees to be paid to the Municipality of the District of Yarmouth for each of the following licenses, inspections, permits, applications, approvals, animal impoundments, or services are set in, or amended to, the respective amounts shown in the following tables:

Description of License, Inspection, Permit, Application, Approval, or Service	Fee
<u>Building Permits</u>	
New Residential Construction (excluding unfinished basements) Community Centre, Churches	\$25.00 plus \$.10 per sq. ft.
Material Alteration or Repair	\$25.00 plus \$1.00 per \$1000.00 of estimated value of construction
Sheds, Shell Warehouses, Garages, Barns, Farm Buildings	\$25.00 plus \$.05 per sq. ft.

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Other non-residential uses	\$25.00 plus \$.14 per sq. ft.
Building Permit Renewal	\$20.00
Demolition Permit	\$20.00 fee and a \$500 deposit for individuals demolishing a building themselves or a \$2000.00 deposit if the demolition is done by a contractor. This deposit is refundable after inspection of demolition site and proper disposal of waste material is confirmed.
Occupancy Permit Confirmation	No Fee
<u>Civic Number Signs</u>	Initial Civic Number Sign per PID # - free; replacement cost \$16.50 \$20.00. Civic Number Sign Posts – purchased with a Civic Sign \$23.00 \$25.00; purchased separately or as a replacement post \$46.00 \$57.00.
<u>Copying</u> of Municipal Documents	\$.10 per single-sided page for copies of documents 8.5” x 14” or smaller, \$0.25 for 11” x 17” \$10.00 per copy of field card for owner or owner’s agent \$5.00 per page for blueprint size copies (standard size 24” x 36”) \$1.00/ft surcharge for documents longer than 24” documents) \$32.00 per hour for development of custom electronic map (plus \$10.00 for printing material)
<u>Development Office fees</u>	
Application Fee for a <u>Development Agreement</u> or amendment to a Development Agreement, pursuant to the Municipality of the District of Yarmouth’s Land Use By-Law and the <i>Municipal Government Act</i>	\$1,000.00 payment to accompany an application in advance as a deposit on such costs as advertising, sending notices to neighboring property owners by post, posting a sign and notifying affected landowners (if required by Land Use By-law)

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<p>Application Fee for <u>Development Permit</u>, pursuant to the Municipality of the District of Yarmouth's Land Use By-Law and the <i>Municipal Government Act</i></p>	<p>\$20.00 per application; \$20.00 for renewal</p>
<p>Legal costs for preparing development agreement forms</p>	<p>\$75.00</p>
<p>Application Fee for a <u>Land Use By-Law Amendment</u>, pursuant to the Municipality of the District of Yarmouth's Land Use By-Law and the <i>Municipal Government Act</i></p>	<p>\$800.00 payment to accompany an application in advance as a deposit on such costs as advertising and sending notices to neighboring property owners by post.</p>
<p>Private Road Signs</p>	<p>\$74.75</p>
<p>Application Fee for <u>Subdivision Approval</u>, including additions, consolidations, repeals, concept plans, tentative and preliminary plans (there will be no additional fee if the concept plan, tentative plan or preliminary plan proceeds to a final plans) pursuant to the Municipality of the District of Yarmouth's Subdivision By-Law and the <i>Municipal Government Act</i></p>	<p>\$175.00 per application, plus cost of registration of the plans, deed(s) [and/or instrument(s) of subdivision] payable in advance. For subdivision applications which will result in the creation of a private or public road, an additional \$2000.00 \$2500.00 payment is required to accompany the application in advance, as a deposit on the costs of the required review of the subdivision and road design by the Municipality's Professional Engineer.</p>
<p>Application Fee for <u>Variance</u>, pursuant to the Municipality of the District of Yarmouth's Land Use By-Law and the <i>Municipal Government Act</i></p>	<p>\$50.00 per application</p>
<p><u>Zoning Confirmation Letters</u> pursuant to section 79 of the <i>Municipal Government Act</i></p>	<p>\$20.00 per letter</p>
<p><u>Site Plan Approval</u></p>	<p>\$50.00</p>
<p><u>Dogs</u></p>	
<p><u>Dog Impoundments</u>, pursuant to the Municipality of the District of Yarmouth's Dog By-Law</p>	<p>\$35.00 per dog for each occasion of impoundment, plus \$25.00 per dog per day of impoundment for the first offense, second offense shall be \$35.00 per dog per day per impoundment and subsequent offenses \$50.00 per dog per day of impoundment.</p>

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<u>Dog Registration</u>	\$15.00 per dog
Replacement <u>Dog Tag</u>	\$2.00 per tag
<u>Annual Dog Kennel Fee</u>	\$100.00
<u>Elections Deposit</u>	\$200.00
<u>Municipal Heritage Property Applications</u>	
Notice of Recommendation to Registry of Deeds	\$100.00
Notice of Registration to Registry of Deeds	\$100.00
Notice of Deregistration to Registry of Deeds	\$100.00
<u>Meeting Rooms</u>	
Council Chambers	\$75.00 per 7-hour day
Boardroom	\$50.00 for ½ day
Councillors' Lounge	\$10.00/hour under 7 hours during office hours (8:00am to 5:00pm)
	Clean up fee \$50.00 refundable if cleaned as found.
	Fee will be waived for not-for-profit groups during office hours, and after hours provided staff member or Councillor is present.
<u>Non-Sufficient Funds</u> cheques and automatic withdrawals fee	\$25.00 per transaction returned by financial institution to MODY
<u>Yarmouth Recreation</u>	For meeting room (Hebron Rotary Centre and Lake Milo Aquatic Club Boat House) as well program fees, please go to https://yarmouthrecreation.ca/
Permit for the <u>Sale of Merchandise</u> , pursuant to the Municipality of the District of Yarmouth Transient Vendor By-Law T-088-09	\$20.00 for residents - \$50.00 for non-residents per permit (per year)
<u>Sewer</u>	
One-time Capital Connection Fee (all	\$1250.00 per unit as per schedule in Sewer

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<p>associated costs of connection are the responsibility of the property owner)</p> <p><u>Sewer Lateral Capital Re-Connection Fee</u></p> <p><u>Sewer Maintenance Fee</u></p> <p><u>Sewer Non-Compliance</u></p>	<p>By-Law S-084-22 & South Ohio Wastewater Management By-Law S-088-97</p> <p>\$100.00 per re-connection</p> <p>Unit price set annually by Council as per schedule in Sewer By-Law S-084-22 & South Ohio Wastewater Management By-Law S-088-97</p> <p>Any person or corporation who contravenes any section of this By-Law is liable on conviction to a penalty of not less than \$1000.00 and not more than \$10,000.00.</p>
<p>Application fee for a <u>Street Disturbance Permit</u>, pursuant to the Municipality of the District of Yarmouth Street and Sidewalks Policies and Procedures</p>	<p>A non-refundable fee of \$50.00 per month (renewable) when the Permit is required solely because of an obstruction of one month or less to the pedestrian or vehicular traffic in a street, without breaking or damaging the surface or subsurface of a street or to Municipal infrastructure or property in, on or under a street;</p> <p>a non-refundable fee in the amount of \$100.00 in all other cases;</p> <p>where an excavation or other construction activity is involved that may, in the opinion of the Engineer, cause damage to a street, a refundable security deposit in the amount of \$1000.00 \$2000.00 will be required in the form of cash or a certified cheque.</p>
<p><u>Tax Certificates</u>, pursuant to the <i>Municipal Government Act</i></p>	<p>\$40.00 per Certificate</p>
<p><u>Waste Hauler Permit</u></p>	<p>\$50.00</p>
<p><u>Water Supply Upgrade Lending Program</u></p>	<p>\$300.00 (plus applicable taxes) One time administration fee. Refundable at a rate of 80%, if the lending agreement does not get executed. Administration fee will have no effect on, and will not form part of, the final Water Supply Upgrade loan amount.</p>

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Web Inquiries (for lawyer/solicitor offices only)	\$5.00 (plus HST)
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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	
Date of Passage of current Policy	
I certify that this Fees Policy F-044-02 was adopted by Council as indicated above.	
_____ Chief Administrative Officer	_____ Date

Date last reviewed by Council: May 29, 2024
Date last amended: May 29, 2024

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Amendment Log

Date	Amendment Description
March 23, 2022	Changed Capital Recovery Fee to One-time Capital Connection Free and added Sewer Connection Application Fee \$250.00
June 28, 2023	<ul style="list-style-type: none"> • Updated pricing Copying of Municipal Documents • Added Legal Costs for preparing development agreement forms of \$75.00 • Updated the Application Fee for Variance to \$50.00 • Changed the price of Dog Registrations to a one-time cost of \$15.00 per dog • Increased price of Replacement Dog Tags to \$2.00 per tag • Added Annual Dog Kennel Fee of \$100.00 • Added Elections Deposit of \$200.00 • Added an hourly fee of \$15 if staff is required for a Meeting Room rental • Added link to website for Yarmouth Recreation fees • Changed the One-time Capital Connection Fee to \$1250.00 per unit and removed the Sewer Connection Application fee • Increased the Application fee Street Disturbance Permit to \$50.00 per month (renewable) • Added Waste Hauler Permit for \$50.00 • Increased the Water Supply Upgrade Lending Program to \$300.00 • Added Web Inquiries (for lawyer/solicitor offices only) for \$5.00
December 14, 2023	<ul style="list-style-type: none"> • Meeting Rooms – removed “If staff member is required, a fee of \$15 per hour will be charged. MODY reserves the right to waive these fees.”
April 11, 2024	<ul style="list-style-type: none"> • Part 5 – added Municipal Heritage Property Applications Fees
May 29, 2024	<ul style="list-style-type: none"> • Part 5 – added fee for Site Plan Approval of \$50.00
February 13, 2025	<p>Part 5:</p> <ul style="list-style-type: none"> • increased Civic Number Signs replacement fee from \$16.50 to \$18.50 • increased Civic Number Sign Post cost from \$23.00 to \$25.00 • increased Civic Number Post replacement cost from \$46.00 to \$50.00 • added Private Road Sign fee of \$74.75 • increased Subdivision Approval Application fee from \$2000.00 to \$2500.00 • increased Street Disturbance Permit security deposit from \$1000.00 to \$2000.00 • added (plus HST) to Web Inquiries