



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.



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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, including 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



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	- 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
¹ to 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 Tusket Wastewater By-Laws	\$1000 per structure connection
Tusket 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
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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*. Chargers 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 Tuskent 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"



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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

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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	July 18, 2016
Date of Passage of Current Policy	July 25, 2016
Date of Notice to Council Members of Intent to Consider – Amendment 1.2	May 17, 2023
Date of Passage of Current Policy – Amendment 1.2	May 25, 2023
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	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	



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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



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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.



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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)



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- 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.

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