

TOWN OF MULGRAVE POLICY AND PROCEDURES MANUAL

SECTION B: FINANCE AND ADMINISTRATION

B-17 Fees Policy

Category:	Finance and Administration
Policy Number:	B-17
Effective Date:	May 4 th , 2009
Approval by Council:	May 4 th , 2009
Supersedes:	N/A
Amended:	N/A

Title:

1. This Policy is entitled the "*Fees Policy*".

Purpose:

2. It is appropriate for Council to charge fees as authorized by the Municipal Government Act and the Town's by-laws and policies to defray its administrative costs. To allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees has been established. The responsibility for the accuracy of this schedule shall rest with the department to which a fee applies. Any additions/deletions to the schedule will be updated by the Chief Administrative Officer.
3. To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.
4. To make the administration of the cost recovery portion of the Town's Bylaws and Policies more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

Interpretation:

5. 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 Mulgrave in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.
6. The fees to be paid to the Town of Mulgrave 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:

Building Permits & Subdivision Applications:

Description	Fee
Administration Fee for Subdivision Applications	\$150.00
Residential Buildings, Community Centers and Churches excluding unfinished basements	\$20.00 (non-refundable) plus \$0.10 per square foot
Commercial and Industrial Buildings	\$20.00 (non-refundable) plus \$0.14 per square foot
Sheds, Shell Warehouses, Garages, Barns and other Farm Buildings	\$20.00 (non-refundable) plus \$0.04 per square foot
Alterations or repairs	\$20.00 (non-refundable) plus \$2.00 per square foot per \$1000 triggers \$2500.00 value of alterations and repairs
Alterations & other Projects with a Non-Defined Floor Space	\$20.00 (non-refundable) plus 2% of value for alterations and repairs or all other projects with a non-defined floor space
Demolition Fee for Demolition Permits	\$20.00 per permit
Permit Renewals	\$5.00 per renewal

Dog By-law Enforcement:

Description	Fee
Dog Tag: Male or Spaded Female	\$10.00 per year
Dog Tag: Un-spaded Female	\$20.00 per year
Response Fee for Dog Running at Large	\$15.00 per 24 hour period up to 3 days
Pound Fee	\$50.00 per dog
Lost Tag Replacement	\$2 per tag

Other:

Description	Fee
NSF Cheques	\$20.00

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: April 27th, 2009

Date of Passage of Current Policy: May 4th, 2009

I certify that this Fees Policy was adopted by Council as indicated above.

Jeff Atkins
Municipal Clerk

May 4th, 2009
Date