

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

APPROVAL DATE: March 9, 2026

CAO Signature: 

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary, during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures 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.

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SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

| Financial Services | | |
|--|-------------------|-------------------|
| SERVICE/PRODUCT/ADMINISTRATIVE | FEE | HST STATUS |
| Photocopies | .25/copy | Plus HST |
| Tax Certificates | \$50.00 | HST Exempt |
| NSF Cheques | \$20.00 | HST Exempt |
| By-Law Fees Collected by Financial Services | | |
| C-4 Dog-By-Law, Schedule A | | |
| Dog License spayed/neutered | \$15/yr | HST Exempt |
| Dog License un-spayed/un-neutered | \$30/yr | HST Exempt |
| Lost Tag Replacement | \$15 | HST Exempt |
| Dog-1 st Impoundment | \$75 | Plus HST |
| Licensed Dog-2 nd Impoundment | \$150 | Plus HST |
| Licensed Dog-3 rd & Subsequent Impoundments | \$150 | Plus HST |
| Unlicensed Dog-Impoundments | \$150 | Plus HST |
| Maintenance fee – Impoundment period | \$25/per day | Plus HST |
| C-11 False Alarms - After 2nd Notice | \$50/alarm | HST Exempt |

| Operational Services | | |
|---|----------------------|-------------------|
| It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only. | | |
| Equipment Charge out Rates | Rate per Hour | HST Status |
| Backhoe | \$110.00* | Plus HST |
| Loader | \$125.00 | Plus HST |
| 1-ton trucks/Service trucks | \$50.00* | Plus HST |
| 3-5 ton trucks | \$85.00* | Plus HST |
| Street Sweeper | \$125.00* | Plus HST |
| Trackless | \$85.00* | Plus HST |
| Sewer Camera | \$115.00* | Plus HST |
| Line Locator | \$60.00* | Plus HST |
| Hole Hog | \$55.00* | Plus HST |
| Vermeer Brush Chipper | \$75.00* | Plus HST |
| Steamer | \$35.00* | Plus HST |
| Line Painter | \$130.00/hour | Plus HST |
| Excavator | \$120.00/hour | Plus HST |
| Overhead charges extra – see procedure | | |
| * Price includes one operator and fuel during normal working hours; overtime labour rates are extra. | | |

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

| Operational Services By-Laws | | |
|---|---------------------------------|------------|
| D-3 Wastewater Discharge By-Law | | |
| Existing Sanitary Sewer Lateral | \$750.00 | HST Exempt |
| New Sanitary Sewer Services | Cost of Service | Plus HST |
| Storm Sewer Connection | Cost of Service | Plus HST |
| D-19 Sanitary Sewer Rates By-Law | | |
| Residential Metered Customers | \$.99 m ³ | HST Exempt |
| Commercial/Industrial/Institutional metered customers | \$.49 m ³ | HST Exempt |
| Annual Base Charges – Meter Size | | |
| 5/8" | \$103.50 | HST Exempt |
| 3/4" | \$155.25 | HST Exempt |
| 1" | \$251.56 | HST Exempt |
| 1.5" | \$494.50 | HST Exempt |
| 2" | \$783.44 | HST Exempt |
| 3" | \$1,559.65 | HST Exempt |
| 4" | \$2,875.00 | HST Exempt |
| Annual Non-metered Mobile Home Park Owner | \$210.05 /dwelling unit/year | HST Exempt |
| Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill | \$103.50/yr | HST Exempt |

| Solid Waste Rates | | |
|--|-------------|------------|
| Solid Waste Collection billed on Tax Bill | \$250.00/yr | HST Exempt |
| Replacement Green Bin (Composter) | \$105.00 | Plus HST |
| Replacement White Kitchen Compost (Bucket) | \$10.00 | Plus HST |

| Services/Products – Operational Services | | |
|---|-----------|--------------|
| Electric Vehicle Charging Station User Fee | \$1.50/hr | HST Included |
| Street Breaking Permit (Policy 31600-08) | \$500.00 | Plus HST |

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

| Planning and Development Department | | |
|---|--|------------|
| Zoning Confirmation Letter | \$50.00 | HST Exempt |
| Copy of Land Use Bylaw or Municipal Planning Strategy | \$20.00 | HST Exempt |
| Copy of Zoning Map (11 x 17) | \$5.00 | HST Exempt |
| Copy of Zoning Map (50 cm x 60 cm) | \$10.00 | HST Exempt |
| Application to Amend the Land Use Bylaw | \$200.00 | HST Exempt |
| Application for a Development Agreement | \$200.00 | HST Exempt |
| Application to Amend the Municipal Planning Strategy | \$300.00 | HST Exempt |
| Application for a Variance or Site Plan | \$75.00 | HST Exempt |
| Creation of Mapping Document | \$60.00/hr (including 10 lineal metres of maps) | Plus HST |
| Print Existing Map – less than 50 cm x 50 cm | \$25.00 | Plus HST |
| Print Existing Map – more than 50 cm x 50 cm | \$50.00 | Plus HST |

| Building Permits | | |
|---|----------------------------------|------------|
| New residential buildings, community centres, churches | \$50.00 + \$0.12 per square foot | HST Exempt |
| New Commercial, Industrial or other building not listed | \$50.00 + \$0.17 per square foot | HST Exempt |
| All alterations or repairs | \$50.00 + 0.25% of value | HST Exempt |
| Decks, accessory buildings and farm buildings | \$50.00 + \$0.04 per square foot | HST Exempt |
| Demolition | \$20.00 | HST Exempt |
| Permit Renewals | \$50.00 | HST Exempt |
| Development Permit | \$50.00 | HST Exempt |

TITLE: User Fee Policy
SECTION: FINANCIAL MANAGEMENT
POLICY NO.: 03470-03

| Police Department | | |
|--|----------------------------------|------------|
| Commissioner of Oaths Signing | \$15.98 | HST Exempt |
| Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations. | Waived | N/A |
| Criminal Record Check | \$30.00 | Plus HST |
| Criminal Record Check for Amherst citizens to participate as volunteers for community organizations | Waived | N/A |
| Serial # Verification (homemade trailers) | \$25.00 | Plus HST |
| Fingerprints (for non-criminal reasons) | \$50.00 | Plus HST |
| Accident Reports | \$25.00 | Plus HST |
| Community Room Rental | \$125.00/day \$75.00/half day | Plus HST |
| C-9 Taxi By-Law, Schedule E | | |
| Taxi Cab License | \$25/yr | HST Exempt |
| Taxi License Transfer | \$10 | HST Exempt |
| Taxi Driver License | \$20/yr | HST Exempt |
| Taxi Driver License Replacement | \$10 | HST Exempt |
| Taxi License Photo | \$10.00 | Plus HST |

| Fire Department | | |
|--------------------------------|-----------------------------------|------------|
| Firefighter | \$20.00/hour | HST Exempt |
| Apparatus | \$200.00/in use; \$100.00/standby | HST Exempt |
| Standby Jaws of Life Alarm | \$350.00 | HST Exempt |
| Meters | \$50.00/hr | HST Exempt |
| Saws | \$50.00/hr | HST Exempt |
| Lighting System | \$25.00/hr | HST Exempt |
| Generator | \$25.00/hr | HST Exempt |
| Foam – All Types | \$185.00/jug | HST Exempt |
| Specialized Suits – Hazmat | Replacement cost | HST Exempt |
| PPE (bunker gear) | Replacement cost | HST Exempt |
| Fire Extinguisher Training | \$300.00 up to 15 people | Plus HST |
| Fire Inspections | \$75.00/hr | Plus HST |
| Inspection Confirmation Letter | \$50.00 | HST Exempt |
| | | |

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POLICY NO.: 03470-03

Recreation

Ice Time/Stadium - The rates below are per hour plus HST. New Rates are effective August 1, 2026.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Holidays |
|------------------------------------|----------|----------|-----------|----------|----------|----------|----------|----------|
| Early Time 6:30-8:30am | \$82.50 | \$82.50 | \$82.50 | \$82.50 | \$82.50 | \$82.50 | \$82.50 | \$140.80 |
| Fair Time 8:30-5:00pm | \$108.90 | \$108.90 | \$108.90 | \$108.90 | \$108.90 | - | - | \$140.80 |
| Prime Time 5:00-12:00am | \$140.80 | \$140.80 | \$140.80 | \$140.80 | \$140.80 | \$140.80 | \$140.80 | \$140.80 |
| Youth Time Monday-Sunday | 108.90 | \$108.90 | \$108.90 | \$108.90 | \$108.90 | \$108.90 | \$108.90 | \$108.90 |

Youth Time Rates Include:

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**

- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**

- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**

- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

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POLICY NO.: 03470-03

| Stadium Advertising Rates plus artwork, design and production* | | |
|---|----------------|----------|
| Ice logos | \$800.00 | Plus HST |
| Dasherboard | \$600.00 | Plus HST |
| Wall Signage (4X6) | \$400.00 | Plus HST |
| Ice Making Machine | \$3,000.00 | Plus HST |
| Red and Blue Line – per line (not per side) | \$100.00 | Plus HST |
| Stairs Kick Plates | 3 for \$150.00 | Plus HST |
| Score clock Small | \$900.00 | Plus HST |
| Score clock Large | \$1,020.00 | Plus HST |

*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

| Off Season Stadium Rentals | | |
|---|--|----------|
| Rink Floor Only | \$82.50 per hr or \$945.00 per day (8:00a.m. to 12:00a.m. midnight)* | Plus HST |
| Entire Facility including meeting rooms, team rooms | \$99.00 per hr or \$1,185.00 per day (8:00a.m. to 12:00a.m. midnight)* | Plus HST |
| Extra Employees | Employee actual cost per person per hour | Plus HST |
| 2 nd Floor meeting room and lounge | \$50.00 per hour or \$150.00 per day | Plus HST |
| Electrical Use | \$250.00 per event | Plus HST |

*Includes one employee during that time

| Robb Ballfield | | |
|-----------------------|-----------|----------|
| Tournament Fee | \$100/day | Plus HST |

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| Community Credit Union Business Innovation Centre | | | |
|--|--------------|----------------|---------------|
| Rental Fee | Daily | 1/2 Day | Hourly |
| Conference Room | \$400.00 | \$250.00 | \$80.00 |
| Conference Room – Community | \$240.00 | \$150.00 | \$48.00 |
| Boardroom | \$125.00 | \$80.00 | \$25.00 |
| Boardroom – Community | \$75.00 | \$48.00 | \$15.00 |
| Hub | \$75 | \$50 | |
| Hub – Community | \$45 | \$30 | |
| Evening & Weekend Surcharge | | | \$20.00 |
| Evening & Weekend Surcharge – Community | | | \$12.00 |

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre.

| Municipal Government Act Fees – FOI-POP Section 466, MGA |
|---|
| The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time. |

Note: "All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board."

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ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|---------------------|---|
| Director of Finance | User Fee Policy is reviewed with departments annually as part of the operating budget process to determine if any updates / changes are required. |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|--|------------------------------|-------------|------------------|
| Add Fee for Electric Vehicle Charging Station \$1.50/hr HST included. | Director of Finance - Wilson | Council | January 23, 2023 |
| Increase Solid Waste Collection Uniform Charge from \$185 to \$268 per year. | Director of Finance – Wilson | Council | April 24, 2023 |
| Increase the fees for Dog impoundments to reflect amendments made to the Companion Animal Bylaw | Director of Finance – Wilson | Council | January 22, 2024 |
| Increase the Solid Waste Collection Uniform Charge from \$268/yr to \$278/yr, and remove the section for Beer/Liquor Concession Robb Centennial Park (Policy 72300-05) | Director of Finance - Wilson | Council | April 22, 2024 |
| Increase Sewer Base Charges, Sewer Flat Charge and Wastewater Treatment Facility Uniform Charge. | Director of Finance – Wilson | Council | April 28, 2025 |
| Change Policy to reflect changes to Wastewater Discharge By-Law | Director of Finance – Wilson | Council | June 23, 2025 |
| Review of all rates in policy and rate changes per operating budget. | Director of Finance – Wilson | Council | March 9, 2026 |

Minutes Reference Dates:

| | | | |
|-----------------|-----------------|-------------------|---------------|
| 30 April 2007 | 29 October 2007 | 18 April 2008 | 23 June 2025 |
| 28 May 2009 | 26 April 2010 | 24 May 2011 | 09 March 2026 |
| 23 May 2012 | 01 May 2013 | 30 April 2014 | |
| 12 June 2015 | 25 May 2016 | 03 October 2016 | |
| 23 January 2017 | 23 May 2018 | 15 May 2019 | |
| 25 May 2020 | 22 June 2020 | 27 September 2021 | |
| 08 June 2022 | 22 April 2024 | 28 April 2025 | |