



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

1.

Halifax Regional Council
March 27, 2007

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in cursive script, appearing to read "Cathie O'Toole", written over a horizontal line.

Cathie O'Toole, CGA, A/Director, Finance

DATE: March 19, 2007

SUBJECT: List of HRM Fees

INFORMATION REPORT

ORIGIN

Motion of Council on February 13, 2007 that a staff report be provided to list of all fees charged by HRM.

BACKGROUND

Under the Municipal Government Act municipalities have the ability to raise revenues and offset costs to provide services through a variety of taxes, fees, fines and charges.

In the MGA, taxes are defined as including municipal rates, area rates, change in use tax, forest property tax, recreational property tax, capital charges, one-time charges, local improvement charges and any rates, charges or debts prescribed, by the enactment authorizing them, to be a lien on the property. Both taxes and fines are considered out of scope of the request to look at HRM fees.

Within the MGA, there is no clear differentiation between fees and charges, so the two terms shall be considered interchangeable within this report.

Some fees, such as those for recreation programs and facilities are too numerous to list within this information report and are widely available on the website and at HRM customer information centres. For example, a list of all recreation fees for programs (<http://www.halifax.ca/recreation/SpringSummerCatalogue.html>) and facilities (<http://www.halifax.ca/recreation/feeschedule.html>) are provided on-line. These documents are over 100 pages and therefore are not attached to this report.

Some charges are set on a case-by-case basis; the leasing of HRM properties is one example of this. Revenue from leases or other contractual agreements shall be considered outside of the scope of this report.

All other HRM-wide rates for fees and charges shall be considered in scope and are listed in Attachment 1. Based on HRM's financial reporting system, the fees are grouped into service and revenue areas.

DISCUSSION

The majority of HRM-wide fees and charges are set by HRM By-Law and/or Administrative Order. Two major, fee-related Administrative Orders are attached: Admin Order 15, Respecting License, Permit and Processing Fees and Admin Order 16, Respecting the use of Solid Waste Management Facilities. Also, a list of the By-Laws and Admin Orders in which fees or charges are set is attached. Fees that are specific to programs and facilities, such as the majority of recreation fees and rentals, are set by business unit program managers based on a variety of factors that will be discussed in the subsequent report.

Subsequent Report

Staff shall return with a follow-up report, requested by Council, to estimate the level of cost recovery of each of the types of fees and charges listed in Attachment 1.

BUDGET IMPLICATIONS

None at this time.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ATTACHMENTS

Attachment 1 - HRM Fees and Charges Revenues, 2006-2007

Attachment 2 - List of By-Laws and Admin Orders used to Set Fees

Attachment 3 - Administrative Order 15

Attachment 4 - Administrative Order 16

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by : Andre MacNeil, Financial Consultant, Fiscal Policy, Finance 490-6241



Report Approved by: Cathie O' Toole, CGA A/Director, Finance 490-6308

Attachment 1

<i>HRM Fees and Charges Revenues</i>	<i>2006-2007</i>	
<u>Cost Elements</u>	<u>Budget</u>	
Development and Construction		
4903 Building Permits	3,460,000	
4904 Plumbing Permits	170,000	
4905 Street Opening Permits	162,330	
4906 Subdivision Applic.	60,000	
4911 Zoning Fees	43,000	
4912 Signs & Encroachment	373,000	
4913 Occupancy Permits	8,200	
4914 Grade Alterations	40,000	
4915 Minor Variance	40,000	
4950 Other Lic. & Permits ¹	77,500	4,434,030
Transportation & Transit		
4901 Parking Meters	2,000,000	
4907 Taxi Licenses	160,000	
5201 Bus Fare Revenue	25,496,300	
5202 Charter Revenue	200,000	
5223 Comm. Transit Fare Re	97,200	
5224 Ferry Fare Revenue	2,002,900	29,956,400
Environmental Protection		
5203 Sludge Tipping	611,000	
5225 Tipping Fees-Waste R	11,559,700	
5504 Waste Water Levies	13,118,800	
5505 Env Prot Levies	6,183,312	31,472,812
Animal Control		
4908 Animal Licenses	90,000	
4917 Animal Ctl Impnd Fee	30,000	
4918 Animal Ctl Board Fee	12,000	
4919 Animal Ctl Vet Fees	2,000	134,000
Financial Services		
4951 Tax Information	1,080,000	
5205 Tax Certificates	475,000	
5229 Tax Sale Admin Fees		1,555,000
Facility Rentals		
5101 Parking Rentals	2,003,700	
5102 Facilities Rentals	3,158,345	
5150 Other Rental Revenue	4,000	
5151 Lease Revenue	872,696	6,038,741
Program Revenues		
5207 Art & Craft Revenue	80,500	
5208 Dance & Drama Rev.	109,500	
5209 Comm. Events Rev.	267,750	
5210 Sport & Fitness Rev.	512,728	

HRM Fees and Charges Revenues**2006-2007**

Cost Elements	Budget	
5211 Program Facil. Rev.	67,500	
5212 Leisure Skills Rev.	294,730	
5213 Play. & Camp Rev.	386,217	
5214 Wellness Revenue	21,100	
5215 Aquat.Rev.-Instuct.	537,000	
5216 Aquat.Rev.-Recreat.	102,500	
5219 Ice Rentals	1,006,100	
5228 Membership Revenue	137,500	3,523,125
Other Revenues		
4916 Vending Licenses	50,000	
5204 Administration Fees ²	196,000	
5227 Photocopier Revenue	14,000	
5250 Sales of Svcs-Other ³	875,265	
5450 Other Sales Revenue ⁴	592,000	
5404 Canteen Revenue	16,600	
5405 Bar Revenue	7,200	
5600 Miscellaneous Rev ⁵	2,609,388	4,360,453
* Fee Revenues	81,474,561	81,474,561

Note 1: Mostly development permits and variances.

Note 2: Mostly vending machines fees.

Note 3: Includes cemetary fees and Aerotech sewer revenue.

Note 4: Includes sales of maps, trail booklets and recycled paper.

Note 5: Includes revenues to wastewater and capital reserves.

ATTACHMENT 3

HALIFAX REGIONAL MUNICIPALITY

ADMINISTRATIVE ORDER NUMBER 15

Respecting License, Permit And Processing Fees

BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

SHORT TITLE

1. The Administrative Order may be cited as Administrative Order Number 15, the License, Permits and Processing Fees Administrative Order.

LICENSE FEES ESTABLISHED

2. The fees for licenses issued pursuant to the By-laws mentioned in Schedule "A" to this Administrative Order shall be as set forth therein.

Done and passed in Council this 30th day of March, 1999.

Walter Fitzgerald

Mayor

Vi Carmichael

Municipal Clerk

Schedule "A"

1 Notwithstanding the processing fees set forth in the various Municipal Planning Strategies, Land Use By-Laws and Subdivision By-Laws in force in Halifax Regional Municipality, including the Heritage By-law, the following processing fees shall apply in the place and stead of the fees:

Major Applications (Type 1):

Entails applications including, but not limited to, municipal planning strategy amendments; comprehensive development districts; commercial, industrial or institutional re-zonings or development agreements involving a building with a footprint in excess of 930m² (10 000 ft²); re-zonings or development agreements regarding multiple-unit dwellings (townhouses or apartment buildings); re-zonings or development agreements to facilitate the construction of new streets for single unit dwellings; any proposal involving large tracts of land (i.e. golf courses); and substantial amendments to any Type 1 project.

Processing fee \$1000.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.

Intermediate Applications (Type 2):

Entails applications including, but not limited to, text changes to by-laws; commercial, industrial or institutional re-zonings or development agreements involving a building with a footprint less than 930m² (10 000 ft²); heritage property development agreements; proposals involving a major lot modification; proposals involving decks, balconies or signs; proposals involving the creation of an additional dwelling unit in an existing building containing less than 5 units; alterations to non-conforming uses; demolition and de-registration of heritage properties; proposals for non-substantial amendments to any Type 1 project; and any amendment to any Type 2 project.

Processing fee \$300.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.

Minor Applications (Type 3):

Entails applications including, but not limited to approval of telecommunications facilities; discharge of development agreements; and extensions to time deadlines

Processing fee \$300.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs."

Schedule "A"

Minor Variances

\$100.00 (non-refundable)

	<u>By-Law #</u>	<u>Short Title</u>	<u>Section</u>	<u>Fee</u>
2	By-Law 70 (County)	Lot Grading By-law	S. 7.1	\$75.00
3	By-Law 23290 (Bedford)	Grade Alteration By-Law	S. 6	\$75.00
4.	By-Law O-100	Open Air Burning By-Law Residential Commercial	S. 5(8)(d)	No Fee \$50.00
5.	By-Law T-108	Taxis & Limousines		

(5) The fees pursuant to Bylaw T-108, the Taxi and Limousine By-law are as follows:

(a) The annual fee for an owner's license pursuant to Section 12(1) of the Taxi and Limousine By-law is \$50.00.

(b) The owner's renewal fee pursuant to Section 22(1) of the said by-law is \$50.00.

(c) The annual driver's license fee pursuant to Section 36(e) of the said by-law is \$50.00.

(d) The driver's renewal fee pursuant to Section 43 of the said by-law is \$50.00.

(e) The fee pursuant to Section 50 of the said by-law to replace a destroyed, lost or stolen license is \$10.00.

(f) The fee for a taxi, limousine or accessible taxi bumper sticker replacement is \$1.00.

6. By-Law E-200 Encroachment Bylaw S. 5(2)

Encroachments Up To 1.5 square metres	\$60.00
Encroachments From 1.5 to 2.5 square metres	\$95.00
Encroachments Over 2.5 square metres	\$125.00

Encroachment Bylaw S. 6

(1) Encroachment other than those described in paragraph 4(a)(iv) of Bylaw E-200 shall be subject to an annual rental fee in the amount of \$1.00 per 0.1 square metres of such encroachment, with a minimum fee of \$10.00.

(2) Temporary Encroachments shall be subject to a daily rental fee for the temporary use of the street or a part thereof during construction at the following rate:

Schedule "A"

- (a) \$0.30 per square metre for the travelled way;
 - (b) \$0.25 per square metre for the sidewalk between the curb and 2 metres back from the curb face; and
 - (c) \$0.15 per square metre for the balance of the sidewalk and to the street line or property line which shall be payable monthly in advance, with the first month's payment due at the time the license is issued and subsequent payments being due one month from the time of the previous due date.
- (3) For the purpose of subsection (2), where the encroachment occupies any part of a metered parking space, it shall be deemed to occupy the total metered parking space and the daily rental fee shall apply to 16.7 square metres of travelled way.

7.	<u>By-Law No.</u>	<u>Short Title</u>	<u>Section</u>	<u>Fee</u>
	By-Law P-800	Pesticide Bylaw	S. 7(2)	\$0.00
			Any other permits	\$0.00

8. Fees

1. Halifax Regional Municipality shall collect a \$2000¹ application fee, to change the name of a private road, public street or highway listed on the Civic Address File, where the existing street name is not in contravention of the HRM Civic Addressing Policies (i.e. a personal preference), except where a street name change resolves a civic addressing problem.
2. Halifax Regional Municipality shall collect a fee of \$300 per property to change a civic number, when the existing number is not in contravention of the Civic Addressing Policies (i.e. a personal preference) and only where a whole new number is available, except where a civic number change resolves a civic addressing problem.
3. Halifax Regional Municipality shall collect a fee of \$150² for the manufacture and installation of each Private Road sign and sign post as provided for in **Part 10** of the Civic Addressing By-law.

¹ This application fee assumes a consultative process.

² This fee is under review.

Schedule "A"

Road to the point of intersection with the extension of the western official street line of Waterloo Street; Then northerly following the western official street line of Waterloo Street and the extension thereof to the northern official street line of South Street; Thence westerly following the northern official street line of South Street to the western official street line of Seymour Street; Thence northerly following the western official street line of Seymour Street and the extension thereof to the northern official street line of Coburg Road; Thence westerly following the northern official street line of Coburg Road to the western official street line of Vernon Street; Thence northerly following the western official street line of Vernon Street and the extension thereof to the northern official street line of Quinpool Road; Thence easterly following the northern official street line of Quinpool Road to the eastern official street line of Windsor Street; Thence northerly following the eastern official street line of Windsor Street to the southern official street line of Cunard Street; Thence easterly following the southern official street line of Cunard Street to the western official street line of North Park Street; Thence southerly following the western official street line of North Park Street to the southern official street line of Cornwallis Street; Thence easterly following the southern official street line of Cornwallis Street and the extension thereof to the western shore of Halifax Harbour; Thence southerly following shore of the Halifax Harbour to the place of beginning.

Area "C" *within the former City of Halifax*

The remaining streets within Peninsula Halifax outside of those areas as described in Areas "A" and "B" for the former City of Halifax.

Area "C" *within the former City of Dartmouth*

Beginning at the point of intersection of the shoreline of Halifax Harbour with the extension westerly of the northwestern official street line of Brookside Avenue; Thence northeasterly following the northwestern official street line of Brookside Avenue to the southwestern official street line of Wyse Road; Thence southeasterly following the southwestern official street line of Wyse Road to the extension of the northwestern official street line of Boland Avenue; Thence northeasterly following the northwestern official street line of Boland Avenue and the extension thereof to the northeastern official street line of Victoria Road; Thence northwesterly following the northeastern official street line of Victoria Road to the southeastern official street line of Woodland Avenue; then northeasterly following the southeastern official street line of Woodland Avenue to the point of intersection of the extension of the northeastern official street line of Maple Street; Thence southeasterly following the northeastern official street line of Maple Street and the extension thereof to the northwestern official street line of Ochterloney Street; Thence northerly following the northwestern official street line of Ochterloney Street to the western official street line of Prince Albert Road; Thence southerly following the western official street line of Prince Albert Road to the extension northwesterly of the southwestern official street line of Pleasant Street; Thence southeasterly following the southwestern official street line of Pleasant Street to the eastern official street line of Albert Street; Thence southerly following the eastern official street line of Albert Street to the shoreline of Halifax Harbour; Thence generally Northerly following the shoreline of Halifax Harbour to the place of beginning.

Area "D" *within the former City of Dartmouth*

The remaining streets within the former City of Dartmouth outside the area as described in Area "C".

Schedule "A"

10.	<u>By-law #</u>	<u>Short Title</u>	<u>Section</u>	<u>Fee</u>
	B-600	Blasting By-law	s.(18)	
		For Blasting less than 50 cubic metres of rock		\$100.00
		All other applications		\$600.00

11.	<u>By-Law #</u>	<u>Short Title</u>	<u>Section</u>	<u>Fee</u>
	By-Law A-200	Automatic Machines	S. 2. 5	
		- Juke Box		\$125
		- Amusement Machine		\$125
		- Bulk Machine		\$ 25
		- Vending Machine		\$ 55
		- Mechanical Ride		\$ 35

Continuous period of time for an automatic license is defined as a twelve month period starting on April 1 and ending March 31.

12.	<u>A,</u>	<u>Definition</u>	<u>Short title</u>	<u>Section</u>	<u>Fee</u>
		<u>By-law #</u>			
		P-500	Parking By-Law	10	Within the former City of Dartmouth \$1.00/hour
	<u>B,</u>	P-500	Parking By-Law	10	Within the former City of Halifax \$1.50/hour

13.	<u>By-Law #</u>	<u>Short Title</u>	<u>Section</u>	<u>Fee</u>
	C-500	Commerce and Vending on Municipal Lands	4.	
		- Mobile canteen which is a motor vehicle		\$915/annum
		- Bicycle Wagon		\$120/annum
		- All other mobile canteens		\$230/annum
		- Special Events	35 (5) (b)	\$200/event
		- Artisans/Craftspeople		
		- Spring Garden Road	36 (3)	\$ 35/annum
		- waterfront	36 (4)	\$250/annum
		- Newspaper Boxes	38 (2) (d)	\$55/annum
		- Vendor Badge/Decal	23(1), 35(4), 38 (5)	\$ 5/badge

Schedule "A"

14.	<u>By-Law #</u>	<u>Short Title</u>	<u>Section</u>	<u>Fee</u>
	A-201	Respecting Automatic Machine Licensing		
		- Amusement Machine		\$35/annum
		- Bulk Machine (Coin Mechanism)		\$10/annum
		- Laundry Machine		\$25/annum
		- Vending Machine License (Snack/Beverage)		\$55/annum
		- Newspaper Boxes		\$55/annum
15.	<u>By-law #</u>	<u>Short Title</u>	<u>Section</u>	<u>Fees</u>
	S-800	By-law for Temporary Signs	8.1(g)	
		short term event signs:		\$20 per license per occasion
		grand opening /moving signs:		\$20 per license per occasion
		multi special events signs:		\$20 per license per occasion
		apartment building signs:		\$20 per license per occasion
		mobile signs:		\$60 per license per 120-day occasion \$20 per license per 30-day occasion
		planter box type signs:		\$80 per license per year
		banners:		\$60 per license per occasion
		sandwich boards:		
		- on private property		\$80 per license per year
		- within public rights-of-way		\$80 per license per year

16. Permanent Sign Fees

<u>Within Former City of Dartmouth</u>	<u>Fees</u>
- 9.29 square metres or less	\$ 40.00 per sign
- over 9.29 square metres	\$200.00 per sign

Sign area is measured from the outermost area of the display surface and includes the entire display surface and any background

<u>Within Former City of Halifax</u>	<u>Fees</u>
- non-illuminated signs	\$30.00 per sign
- illuminated signs	\$35.00 per sign
billboards	\$60.00 per sign"

ATTACHMENT 4

Administrative Order Number 16 Respecting Fees For The Use of Solid Waste Management Facilities

THEREFORE BE IT ENACTED by the Council of the Halifax Regional Municipality as a policy pursuant to Section 49(1) (b) of the *Municipal Government Act* as follows:

1. The fees that for the use of solid waste management facilities pursuant to By-Law S-600, the Solid Waste Resource Collection and Disposal By-Law are:

- (a) Haulers and persons who transport wastes acceptable for disposal at the front end processing facility, and residuals disposal facility other than materials requiring special handling or disposal techniques (as detailed in Section 17 of By-Law S-600) shall pay:

<u>Weight</u>	<u>Fee</u>
More than 100 kg (220 lb)	\$11.50 per 100 kg
Less than 100 kg (220 lb)	\$5.00 user fee

- (b) Where the weigh scales used at the front end processing facility, and/or residuals disposal facility become inoperative, haulers and persons who transport wastes shall pay:

<u>Volume</u>	<u>Fee</u>
More than 0.5 cu. m (0.65 cu. yd.)	\$19.55 per cu. m
Less than 0.5 cu. m (0.65 cu. yd.)	\$5.00 user fee

- (c) Haulers and persons who transport wastes acceptable for disposal at the source-separated composting facilities other than materials requiring special handling or disposal techniques shall pay: \$7.00 per 100 kg

- (d) Where the weigh scales used at the source-separated composting facilities become inoperative, haulers and persons who transport wastes shall pay: \$11.80 per cu. m

- (e) Haulers and persons who transport wastes acceptable for disposal at the materials recovery facility shall not pay fees.

- (f) Haulers and persons who transport wastes acceptable for disposal at the front end processing facility, and residuals disposal facility who pay cash and who have load weights more than 100 kg shall pay a cash deposit as follow upon entering the facility:

<u>Gross Weight of Vehicle</u>	<u>Cash Deposit Amount</u>
Up to 1250 kg	\$20.00
1251 kg to 1500 kg	\$35.00
1501 kg to 3000 kg	\$75.00
3001 kg to 5000 kg	\$125.00
5001 kg to 7000 kg	\$180.00
7001 kg to 9000 kg	\$235.00
9001 kg to 12000 kg	\$285.00
12001 kg to 15000 kg	\$340.00
Over 15000 kg	\$390.00

2. Administrative Order 16 adopted by Regional Council the 30th day of March, 1999 and effective the 6th day of April, 1999 as amended by Amendment No. 1 adopted by Regional Council the 28th day of March, 2000 and effective the 1st day of May, 2000 is hereby repealed.
3. This Administrative Order shall come into effect the 1st day of May, 2001.

Done and passed in Council this 30th day of March, 1999.

Walter R. Fitzgerald
Mayor

Vi Carmichael Municipal
Clerk