



# POLICY

Municipal Fees	
<b>Policy Number</b> 140-015	<b>Supersedes Policy Number</b> Not Applicable
<b>Effective Date</b> 2017-07-18 2018-04-01 2018-10-02 2020-09-03 2021-04-20 2022-03-15 2023-06-20 2024-06-25 2025-04-01	<b>Approved by Council Motion No.</b> 27-07-17 20-01-18 21-10-18 08-06-20 05-03-21 19-03-22 13-06-23 17-06-24 17-04-25

## 1.0 Purpose

To provide a Policy that sets out and amends the fees the Town of Wolfville charges for certain applications, approvals, permits, licenses and services.

## 2.0 Scope

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 Bylaw, Recorded Resolution, Policy, or Resolution of the Municipality in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

## 3.0 References

3.1 [Nova Scotia Municipal Government Act](#)

## 4.0 Definitions

4.1 **Fees** are all fees paid to the Town of Wolfville for certain applications, approvals, permits, licenses, and services.

## 5.0 Policy

5.1 The fees to be paid to the Town of Wolfville for licenses, inspections, permits,



## POLICY

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applications, approvals, animal impoundments, or services are set out in the Schedules attached to this Policy.

**5.2** Fines issued by Summary Offence Tickets for contravention of any Town Bylaws or Provincial/Federal laws are not within the scope of this Policy.

**5.3 Policy Review**

This policy will be reviewed annually from effective/amended date.

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CAO

April 1, 2025

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Date

### Schedules:

- A. [Administrative/Financial Services Fees](#)
- B. [Building and Development Permit Fees](#)
- C. [Land Use Planning and Development](#)
- D. [Vending Fees](#)
- E. [Recreation and Tourism](#)
- F. [Public Utility Service](#)

**Schedule A – Administrative/Financial Services Fees**

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Town Seal <ul style="list-style-type: none"> <li>• For affixing the seal to any document to be used outside the Province</li> <li>• For affixing the seal to any document to be used within the Province only</li> <li>• For affixing the seal to any document within the Town of Wolfville only</li> </ul>	\$2.00 \$1.50 \$1.00
Dog Registration (per Annum)	\$25.00
FOIPOP Services <ul style="list-style-type: none"> <li>• Application Fee</li> </ul>	\$5.00
Tax Certificate Fee	\$50.00
Deed Transfer Tax	1.5%
Interest on Overdue Taxes (added on the first of each month)	1.00%
Election Deposit	No Fee
NSF Cheque	\$40.00
Taxi Owner’s License Fee	\$25.00
Taxi Driver’s License Fee	\$25.00

## Schedule B - Building and Development Permit Fees

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
New Construction of, and addition to, residential buildings, community centres and churches.	\$50.00 plus 15 cents per sq. ft.
New construction of and additions to commercial, industrial and other buildings not otherwise specified.	\$75.00 plus 20 cents per sq. ft.
New construction of and additions to sheds, decks, shell storage buildings, garages, barns, and other farm, forestry or fishing buildings not designed for human occupancy.	\$25.00 plus 10 cents per sq. ft.
Repairs, renovations, or alterations to all existing buildings.	\$50.00 plus \$4.00 per \$1000 of estimated value of construction work.
Location or relocation of an existing structure.	\$75.00
Construction or location of a swimming pool including required fencing.	\$100.00
Renewal of an approved permit.	\$25.00
Erection of a business or general sign.	\$50.00
Building or structure demolition.	\$50.00
Development Permit Only (i.e. signage)	\$50.00
Sidewalk Café Fee (Calculated by measuring the total area of the sidewalk in front of the building (building edge to inside curb edge) to be used for the café).	No Fee
Short Term Rental – Renewal every 4 years	\$150.00 (includes development permit fee)
Single Room Occupancy – Renewal every 4 years	\$150.00 plus \$25.00 per rental room after four (includes development permit fee)
Fire Inspection not required under regulations.	\$100.00

## Schedule C – Land Use Planning and Development

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Site Plan Approval	\$150.00
Subdivision Application Fee	\$100 plus \$10.00 for each additional lot beyond one.
Development Agreement	\$2000.00 (includes advertising costs)
Plan Amendments	\$2000.00 (includes advertising costs)
Heritage Applications	No Fee
Zoning Certificate	\$50.00

**Schedule D – Vending Fees** ([Vending Bylaw, Chapter 99](#))

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Mobile Canteen (fee/canteen/event)	\$75.00
Stand (fee per stand/event)	\$75.00
Vending on Private Property (fee/application with timeline set by Development Officer)	\$75.00
Non-Profit Fundraising Activity	No Fee

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<sup>1</sup> Vending Bylaw fees may be amended by Resolution of Council from time-to-time

## Schedule E – Recreation & Tourism

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Street Banner Installation (plus HST)	No Fee
Recreation Centre Rental (plus HST if applicable) <ul style="list-style-type: none"><li>• Half Day</li><li>• Full Day</li></ul>	\$20.00 \$35.00
Field, Park and Open Space Rentals	No Fee

## Schedule F – Public Utility Service

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Sanitary Sewer connection fee If combined with Water Utility hookup, fee is recorded in Water Utility accounts	\$6,500
Sanitary Sewer Usage (per 1,000 gallons of water used by customer)	\$7.08
Sanitary Sewer minimum quarterly charge for any metered customer	\$29.85
Sanitary Sewer Flat Rate Fee (per quarter)	\$135.70

**Water Utility** – please refer to the Town’s Nova Scotia Utility & Review Board (NSUARB) approved Rates and Regulations.