

PURPOSE

This purpose of the policy is to:

1. Provide a clear and concise document that sets out and amends municipal fees charges for applications and services of the Municipality of the County of Victoria.

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, 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.

Fines issued for contravention of any Municipal Bylaws or Provincial/Federal laws are not within the scope of this Policy.

Fees and rates related to the Victoria County Water Utility are not within the scope of this Policy. Please refer to Victoria County Water Utility's Rates and Regulations as approved by the Nova Scotia Utility and Review Board.

Fees related to planning, subdivision and building permits are not within the scope of this Policy. Please refer to Eastern District Planning Commission (EDPC) for current fee schedules.

POLICY

ADMINISTRATIVE/FINANCIAL SERVICES FEES

Description	Fee
Dog tag annual registration – spayed/neutered	\$10
Dog tag annual registration – unspayed/unneutered	\$25
Tax Certificate	\$30
Mortgage Processing Fee (per account)	\$10
Non-sufficient funds (NSF) payment penalty	\$25
Water Supply/Septic Upgrade Lending Program – application fee	\$230
Interest on Overdue Taxes	18%
Deed Transfer Tax	1.5%

PUBLIC WORKS/SOLID WASTE FEES

BADDECK WASTE MANAGEMENT FACILITY

Material	ICI Sector (\$/tonne)	Fed. & Prov. Government Sector (\$/tonne)
Source Separated Waste	\$85.00	\$110.00
Recyclables & Cardboard	\$85.00	\$110.00
Construction & Demolition Material	\$85.00	\$85.00
Municipal Organics	\$75.00	\$110.00
White Good & Metal	\$45.00	\$45.00
Leaf & Yard Waste	\$40.00	\$40.00
Contaminated Soil	\$60.00	\$60.00
Note: Unsorted loads will be charged two (2) times the existing fee.		

DINGWALL TRANSFER STATION AND NEW HAVEN RECYCLING FACILITY

Volume	ICI Sector (\$/load)	Fed. & Prov. Government Sector (\$/load)
Up to a ½ ton truck or car with small trailer	\$25.00	\$35.00
¾ ton truck with or without a trailer	\$35.00	\$45.00
1 ton truck	\$50.00	\$65.00
Tandem truck	\$100.00	\$130.00
Tractor trailer	\$200.00	\$260.00
Note: Unsorted loads will be charged two (2) times the existing fee.		

COMMERCIAL WASTE COLLECTION TAGS

A bundle of 10 tags is \$25.00.

ROLES AND RESPONSIBILITIES

Title	Role	Responsibilities
Policy Editor	Chief Financial Officer	<ul style="list-style-type: none"> ▪ Ensure policies in their care and control are always up-to-date, reviewed according to defined review frequency, or sooner (if necessary) ▪ Draft new or edit existing policy content ▪ Be able to interpret and explain policy content ▪ Ensure policy documents are branded and any supporting documents (i.e. applications forms) are also branded and content consistent is with the policy ▪ Ensure policy content is relevant and accurate ▪ Seek and secure approval recommendation of the policy from the Policy Owner ▪ Seek and secure approval of the policy from the appropriate Approver; and, ▪ Provide the final approved policy document to the Policy Administrator
Policy Owner	Chief Financial Officer	<ul style="list-style-type: none"> ▪ Provide oversight to ensure policies in their care and control are always up-to-date, reviewed according to defined review frequency, or sooner (if necessary) by the assigned Policy Administrator ▪ Be able to interpret and explain policy content ▪ Provide oversight to ensure policy documents are branded and any supporting documents (i.e. application forms) are also branded and content consistent with the policy ▪ Provide oversight to ensure policy content is relevant and accurate ▪ Review the policy and make recommendation for approval to the appropriate Approver; and, ▪ Ensure that the final approved policy document has been provided to the Policy Administrator
Policy Approver	Council	<ul style="list-style-type: none"> ▪ Review Policy recommendations for approval consideration (approve, reject or edit)

Policy Administrator	Executive Assistant	<ul style="list-style-type: none"> Facilitate an annual Policy Review; and, Ensure final approved policies are maintained, stored and posted where appropriate
Target Audience	Employees	<ul style="list-style-type: none"> Notify the Policy Owner of changes to be considered Notify the Policy Owner when the policy becomes out of date or obsolete Follow the Policy

REVIEW FREQUENCY

Review Frequency	Review Month
Annually	February

RELATED DOCUMENTS

Document Name

VERSION LOG

Change Date	Description	Editor	Approver	Approval Date
March 30, 2023	Policy created	Alix Redden		