

Ver.	Date	Description
1.0	2018 -10 - 28	Initial release (repealed)
2.0	2022 - 10 - 24	New version
2.1	2026 - 01 -19	Amended

## Municipal User Fees Policy

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### **Title and Purpose**

- 1.0** This Policy shall be referred to as the “Municipal User Fees Policy”.
- 2.0** The purpose of this Policy is to provide a convenient place to set out and amend the fees the Town of Antigonish charges for certain applications, approvals, permits, licenses and services.
- 3.0** 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 Antigonish in effect on the effective date of this Policy.

### **Fees**

- 4.0** The fees to be paid to the Town of Antigonish 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 this policy.

#### **4.1 Building and Development Permit Fees**

Building and Development Permit Fees are set by the Eastern District Planning Commission (EDPC). All fees for these services shall be made payable to the Town of Antigonish.

The Town offers permit fee reimbursements to non-profit entities that require a permit for a tent. Tent permit applicants may be reimbursed for the cost of a permit provided that the applicants submit to the Town: (1) proof of status as an incorporated non-profit organization; (2) permit number; and (3) proof of permit fee payment.

#### **4.2 Cash in-lieu of Parking**

Description of Fee	Fee
Cash in-lieu of parking fee pursuant to section 223 of the <i>Municipal Government Act</i> and sections 5.24(2) and (4) of the Town of Antigonish Land Use By-law	\$4,825.00 per parking space

#### 4.3 Dog Control Fees

Description of Dog Impoundment or Service	Fee
Dog Impoundment, pursuant to the Town of Antigonish Dog Control By-Law	\$35.00 per dog per day of impoundment
Dog Registration, pursuant to the Town of Antigonish Dog Control By-Law	\$25.00 per dog for the life of the dog

#### 4.4 Use of Council Chambers

Description of Fee	Fee
Council Chambers cleaning fee pursuant to the Town of Antigonish Use of Council Chambers Policy	\$50.00

#### 4.5 RCMP Criminal Record Check

Description of Fee	Fee
Criminal Record Check, administered by the RCMP (Antigonish Detachment)*	\$25.00
*An exemption from the fee shall be granted to those applicants who can provide at the time of application a letter from a non-profit organization that states the applicant's volunteer duties and requirement for the criminal record check.	

#### 4.6 Vending License

Description of Fee	Fee
Licensing Fee pursuant to the Vending By-law	\$500.00 annually

#### 4.7 Taxi License

Description of Fee	Fee
Taxicab Business License	\$30.00 annually
Taxicab Driver License	\$30.00 annually

#### 4.8 Lodging Home Registration

Description of Fee	Fee
Registration Fee pursuant to the Lodging Home By-law	\$200.00

#### 4.9 Tax Certificates

Description of Fee	Fee
Issuing a Tax Certificate pursuant to the Tax Collection Policy	\$25.00

#### 4.10 Tax Deeds

Description of Fee	Fee
The preparation and registering of property purchased at tax sales by the Town Solicitor in accordance with Section 155 of the Municipal Governemnt Act	The direct cost of having the deed prepared and registered by the Town Solicitor

#### 4.11 Parking

Description of Fee	Fee
Parking Meter and Kiosk Rates	\$0.05 for 6 minutes \$0.10 for 12 minutes \$0.25 for 30 minutes \$1.00 for 2 hours

4.12 **Electric Vehicle Charging**

Description of Fee	Fee
Electric Vehicle Charging Rates	\$2.00 per hour for the first three hours \$4.00 per hour after three hours

Previous Policies

**5.0** The Town of Antigonish Municipal User Fees Policy passed on October 28, 2018 and all amendments thereto are hereby repealed.

**CAO's Annotation for Official Policy**

Date of Notice to Council Members Intent  
to Consider (Minimum 7 Days): December 2, 2025

Date of Passage of Current Policy: January 19, 2026

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



Chief Administrative Officer

2025-01-21

Date