

**City of Charlottetown, PEI**  
**A Bylaw to Amend the City of Charlottetown Fees Bylaw**  
**Bylaw # 2018-18-A**

**BE IT ENACTED** by the Council of the City of Charlottetown as follows:

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

1.1. This bylaw shall be known and cited as the “Fees Bylaw Amendment Bylaw.”

**2. Purpose**

The purpose of this bylaw is to amend the City of Charlottetown’s Fees Bylaw to incorporate Planning Fees.

**3. Authority**

3.1. Subclause 162(1)(a)(i) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables municipalities to, by bylaw, impose requirements, establish fees, and establish a process for the collection of fees.

**4. Definitions**

4.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, or the City of Charlottetown Fees Bylaw has the same meaning as in that Act or bylaw.

**5. Schedule ‘A’ - No. 4 - Planning Fees - of the City of Charlottetown Fees Bylaw is hereby amended by the following:**

5.1. No. 4 *Planning Fees - As set in the Zoning and Development Bylaw* be deleted from Schedule ‘A’ and include the attached as a new Schedule titled **Schedule ‘D’ – Planning & Heritage Department – Schedule of Fees**

**Approval and Adoption**

**6. Effective Date**

6.1. This Fees Bylaw Amendment Bylaw, # 2018-18-A, shall be effective on the date of approval and adoption below.

**First Reading:**

This Fees Bylaw Amendment Bylaw, # 2018-18-A, was read a first time and approved by a majority of members present at the Council meeting held on the 10<sup>th</sup> day of May, 2019.

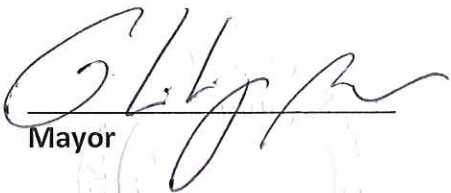
**Second Reading:**

This Fees Bylaw Amendment Bylaw, # 2018-18-A, was read a second time and approved by a majority of members present at the Council meeting held on the 10<sup>th</sup> day of June, 2019.

**Approval and Adoption by Council:**

This Fees Bylaw Amendment Bylaw, # 2018-18-A, was adopted by a majority of Council members present at the Council meeting held on the 10<sup>th</sup> day of June, 2019.

**Witness the corporate seal of the City of Charlottetown**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

This Fees Bylaw Amendment Bylaw, # 2018-18-A, adopted by the Council of the City of Charlottetown on 10<sup>th</sup> day of June, 2019 is certified to be a true copy.

  
\_\_\_\_\_  
Chief Administrative Officer

June 10, 2019  
\_\_\_\_\_  
Date

**SCHEDULE 'D'**  
**PLANNING & HERITAGE DEPARTMENT**  
**SCHEDULE OF FEES**

**Charlottetown Planning & Heritage Department Schedule of Permit and Process Fees, effective following 2<sup>nd</sup> reading and adoption the Fees Bylaw Amendment Bylaw #2018-18-A**

ALL fees are collected at the time of application submission.

Permit fees for late filing of a permit or starting construction without a permit will result in doubling of the fees charged.

Any work carried out on a Heritage building or property before a permit is issued will result in the regular permit fees being charged.

In the event an applicant requests a refund resulting from cancelling a development application or building permit, the refund will be based upon the amount of work undertaken to date to process the request. Once a building permit is issued, no refund will be provided and once a Planning report is prepared for a planning application, no refund will be provided. A refund will be provided up to 75% of the fee for processing a development application or building permit depending upon the stage of review that has been undertaken up to the date of the request for refund.

<b>Permit Type</b>	<b>Fees including HST</b>	<b>Comments</b>
Residential (New or Renovations)	\$5.50 per \$1,000 <i>(minimum of \$50)</i>	*One or two-unit dwellings *Residential buildings with 3 or more dwelling units are regarded as commercial developments
Residential Development Deposit	\$1,500 <i>(cheque)</i>	
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings (New or Renovations)	*\$7.00 per \$1,000 *\$8.00 per \$1,000 *\$9.00 per \$1,000 <i>(minimum of \$50 for all phases)</i>	Phase I of Permit Phase II of Permit Phase III of Permit
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings Development Deposit	\$4,000 <i>(cheque)</i>	
Building Inspection Follow-up Fee	\$100 <i>(per follow up)</i>	For every additional inspection request beyond required inspection
Occupancy Permits	No Fee	
Secondary Suite Registration	\$100	
Secondary Suite Registration Renewal	\$50	
Demolition Permits	\$50	
Demolition Deposit	\$500 <i>(cheque)</i>	
Moving Permits	*\$100 *\$400	(not requiring police escort) (loads exceeding 4.27 metres in width)
Signage Permits	\$8.00 per \$1,000 <i>(minimum of \$50)</i>	
Rezoning or Municipal Plan Amendments	\$800	Fee per Property Identification Number (PID)

**SCHEDULE 'D' (Cont'd)**  
**PLANNING & HERITAGE DEPARTMENT**  
**SCHEDULE OF FEES**

Rezoning including a Municipal Plan Amendment	\$1,400	Fee per Property Identification Number (PID)
Variances – Minor	\$300 for first variance	(\$50 for each additional variance)
Variances – Major	\$400 for first variance	(\$50 for each additional variance)
Subdivisions	\$200	*Up to and including 3 lots *Additional \$40 per lot over three
Subdivision (Lot Consolidation)	\$100	
New Agreements:		
-Subdivision Roads and Services Agreement	\$900	
-Other Agreements (Development Agreement, Encroachment Agreement, etc.)	\$600	
Amending an Existing Agreement	\$500	
Decks, accessory buildings, pools	\$50	
Permit Renewals	\$50	
Development Permits	\$100	
Basic Zoning Inquiries	\$100	
Comprehensive Zoning Inquiry	\$200	*Includes liquor license
Legal Research Fee	\$100 per hour	(Minimum of one hour)
Heritage Research Fee	\$0	
Copies of Requested Reports	Actual cost	
Cash-in-lieu of Parking	\$6,000 per parking space	
Design Review Applications	\$100	
Design Reviewer Fees	\$1,500	
Heritage Board Applications	No fee	
Heritage Resource Buildings		No permit fees for exterior work on existing building; Interior work – regular permit fees apply
Buildings in the 500 Lot Area that are not Heritage Resources		Regular permit fees apply
Telecommunication Tower Application	\$3,000	



**CITY OF CHARLOTTETOWN  
FEES BYLAW AMENDMENT BYLAW  
#2018-18-A**

*Carried  
9-0  
(Councillor  
Tweed  
absent)  
PB*

**Amend the City of Charlottetown Fees Bylaw to incorporate Planning & Heritage Department Schedule of Permit and Process Fees.**

**RESOLVED: THAT** the bylaw to amend the "CITY OF CHARLOTTETOWN FEES BYLAW" be read a first time.

Moved by Councillor *Terry Bernard*  Terry Bernard *8-0*  
 Seconded by Councillor *Jason Coady*  *Jason Coady*  
 Deputy Mayor *Greg Rivard*  Greg Rivard  
 Date: May 17, 2019

**RESOLVED: THAT** the bylaw be now approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN FEES BYLAW" and that it be read a second time at the next public meeting of Council.

Moved by Councillor *Terry Bernard*  Terry Bernard *8-0*  
 Seconded by Councillor *Jason Coady*  *Jason Coady*  
 Deputy Mayor *Greg Rivard*  Greg Rivard  
 Date: May 17, 2019

**THEREFORE; BE IT RESOLVED: THAT** the "CITY OF CHARLOTTETOWN FEES BYLAW" be read a **second** time and that the said Bylaw be now adopted.

Moved by Councillor *Terry Bernard*  Terry Bernard *8-0*  
*Carried*  
*(Councillors*

Seconded by Councillor *Philip Brown*  Greg Rivard *Rivard and*  
*Jon Kov*  
*absent)*

Date: *June 10, 2019*  
*9-0*

This Fees Bylaw Amendment Bylaw, #2018-18-A, was adopted by a majority of Council members present at the Council meeting held on 10<sup>th</sup> day of June, 2019.

*PB*

\_\_\_\_\_  
Peter Kelly, CAO

*Philip Brown*  
\_\_\_\_\_  
Philip Brown, Mayor