

Rural Municipality of Victoria, PEI
A Bylaw to Establish Fees and tariffs for Various Municipal Services
Bylaw #2024-02

BE IT ENACTED BY THE Council of the Rural Municipality of Victoria as follows:

1. Title

1.1 This bylaw shall be known and cited as the “Fees and Water and Sewer tariffs Bylaw”.

2. Purpose

2.1 To enable the Council of the Rural Municipality of Victoria to pass bylaws establishing and requiring the payment of fees and tariffs for water and sewer services, public services (washrooms, etc), renting of public buildings, permits, parking, recreation and other matters for the purpose of raising revenues.

3. Authority

3.1 Subclause 162(1)(a)(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., and section the *Planning Act*, RSPEI 1988 (C) P-8, provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the act.

4. Application

4.1 This bylaw enables the authority for council to establish fees, tariffs and charges for the provision of goods and services and applies to any person on which a fee, tariff or charge is imposed under this bylaw.

4.2 These fees and tariffs are set out in the Schedules attached to this bylaw and form part of the bylaw.

5. Definitions

5.1 “Act” means the *Municipal Government Act*.

5.2 “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by Council under subsection 86(2)© of the *Municipal Government Act*.

5.3 “Commission” means the *Island Regulatory and Appeals Commission*;

5.4 “Council” means the Mayor and other members of the Council of the municipality.

5.5 “Councillor” means a member of Council other than the Mayor.

5.6 “Due notice” means a 48 hours written notice

5.7 “Lien” means an encumbrance or charge on a property to secure the debt owed by the property owner to the Rural Municipality of Victoria.

5.8 “License” means a permit from the Rural Municipality of Victoria to own or use something or to do a particular thing.

5.9 “Local Improvement charge” means a fixed annual charge levied against real property for a specific period by the Rural Municipality of Victoria which contributes to capital costs of local improvements such as sewer and water upgrades, for example.

6. Establishment of Fees and tariffs

6.1 The Rural Municipality of Victoria hereby establishes fees and tariffs to be charged for services, permits, parking, recreation and other matters, in accordance with the Act and in accordance with the rules and regulations of the Commission.

6.2 Council may revise fees and tariffs at any time by resolution if required, in accordance with section 135 of the Act and in accordance with the Commission, and shall ensure that the relevant Schedule to this bylaw is updated.

6.3 The fees and tariffs set out in the Schedules to this bylaw are subject to the Harmonized Sales Tax (H.S.T.) where applicable.

6.4 In addition to the fees and tariffs established in this bylaw, the Rural Municipality of Victoria may also establish fees in other bylaws where those fees and tariffs are specifically related to the matter addressed in that bylaw.

6.5 In the case of an extension of water and sewer services (extension of the mains), the contribution (local improvement charge) of customers shall be calculated in accordance with section 6 of the Commission's Water and Sewer Utilities General rules and regulations.

7. Collection of Fees and tariffs

7.1 The Rural Municipality of Victoria may take into revenue deposits and investments, any charges for the operation of a service or municipal utility under the control of Council and any other funds the municipality may acquire pursuant to this bylaw or any other bylaw establishing fees and tariffs, in accordance with section 162 of the Act.

7.2 The fees and tariffs set out in the Schedules to this bylaw shall come into force and effect on the date of passage, unless otherwise specified.

7.3 All fees and tariffs charged in accordance with this bylaw, are owing at the time of the service.

7.4 Unmetered water and sewer customers shall be billed in advance. If the customer is not HAVING ACCESS TO the service for a full billing period, the tariff shall be computed on a pro-rata basis. Metered customers shall be billed every 3 months.

7.5 The fees and tariffs listed in the Schedules to this bylaw are in addition to any costs incurred by the Rural Municipality of Victoria, which may be payable in addition to the fees and tariffs set out in this bylaw.

7.6 Pursuant to subsection 142(2), the Rural Municipality of Victoria may by resolution cancel or write off any arrears of fees, tariffs, penalties or interest charges that are prescribed by bylaw or specified in a resolution that, in the opinion of Council, are no longer collectable from the person, institution, association, group or body that is liable to pay them.

7.7 THE RURAL MUNICIPALITY OF VICTORIA IS NOT RESPONSIBLE FOR ANY INTERRUPTION OF SERVICE DUE TO MAINTENANCE PURPOSES OF ITS WATER AND SEWER NETWORK, DUE TO MAINTENANCE OF THE ELECTRIC POWER SYSTEMS BY MARITIME ELECTRIC OR DUE TO ANY INCONVENIENCE CAUSED BY WEATHER HAZARDS.

8. Penalties

8.1 The Rural Municipality of Victoria, may, in accordance with subsection 162(3) of the Act, refuse to issue or renew any license, permit or authorization that the municipality is authorized under this bylaw of the municipality, or under the Act or another Act, to issue or renew to a person who has failed to pay charges, tariffs, fees, fines or penalties established in the Schedule to this bylaw, including any interest accruing to any of them.

8.2 An interest of 2% per month (24% annually) will be added after a payment delayed for more than 30 days.

8.3 In accordance with the rules and regulations of the Commission, the water and sewer service shall be refused or suspended to any customer who has failed after 60 days to discharge any of his liabilities to the Water and Sewer Corporation. A due notice of 48 hours in writing is needed before the suspension of service. A suspension of service does not relieve the customer from any charge for service.

8.4 The water and sewer service will also be discontinued to any property identified as a dangerous and unsightly property or to any customer making an improper use of water or of the water and sewer infrastructure.

9. Effective Date

9.1 This Establish Fees and tariffs for Various Municipal Services Bylaw, Bylaw #2024-02, shall be effective on the date of approval and adoption below.

First Reading:

This Establish Fees and tariffs for Various Municipal Services Bylaw, Bylaw #2024-02, was read a first time at the Council meeting held on the 23rd day of July, 2024.

This Establish Fees and tariffs for Various Municipal Services Bylaw, Bylaw #2024-02, was approved by a majority of Council members present at the Council meeting held on the 23rd day of July, 2024.

Second Reading:

This Establish Fees and tariffs for Various Municipal Services Bylaw, Bylaw #2024-02, was read a second time at the Council meeting held on the 9th day of September, 2024.

This Establish Fees for Various Municipal Services Bylaw, Bylaw #2024-02, was approved by a majority of Council members present at the Council meeting held on the 9th day of September, 2024.

Approval and Adoption by Council:

This Establish Fees for Various Municipal Services Bylaw, Bylaw #2024-02, was adopted by a majority of Council members present at the Council meeting held on the 9th day of September, 2024.

10. **Signatures**

Mayor

Chief Administrative Officer

This Establish Fees for Various Municipal Services Bylaw, Bylaw #2024-02 adopted by the Council of the Rural Municipality of Victoria on 9th day of September, 2024 is certified to be a true copy.

Chief Administrative Officer

Date
Schedule A

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Updated by Council resolution on March 23, 2026

Effective Date: April 1, 2026

Type of Fees	Fee Structure	Fees Due
Planning Permits	Development Permit Fees (see table below)	Upon application for permit
Recreation Facility Fees	See Recreation Facility Fee policy noted as Schedule B of this bylaw.	At time of use
Utility Fees	See Tariff Structure as approved by IRAC	Within 30 days of billing

As per Section 135 of the Municipal Government Act, *Council* may establish or alter this Schedule of Fees by resolution.

Notes:

1. All fees are subject to HST.
2. All fees shall be paid upon submission of the application.
3. All fees are non-refundable.
4. All fees are doubled for an application after the fact.
5. Section 3.1.3 of the Zoning Bylaw indicates the list of developments that require no permit.

Permit Type	Fee (subject to notes above)
Development permits	
Dwellings, including new home based businesses, additions, expansions and accessory dwellings (excluding other accessory buildings)	\$420.00
Accessory building	\$180.00
Short - term rental	\$180.00
Demolition / moving / change of use	\$300.00 + all applicable fees relative to neighbors consultation, public meeting, a development agreement if applicable
Decks / pools / fences	\$120.00
Special permitted use	\$300.00 + all fees relative to neighbors consultation, public meeting and development agreement if applicable
Special permitted use for major residential, light industrial and commercial developments, including expansions for all categories.	\$1,200.00 + all fees relative to neighbors consultation, public meeting and development agreement if applicable
Permit extension	No charge when received prior to expiration One extension allowed only
Roof-mounted solar collectors that do not meet criteria of art 3.1.3 of Zoning bylaw	\$150.00
Ground-mounted solar collectors	\$150.00
On site animal processing	\$1,200.00 + all fees relative to neighbors consultation, public meeting and development agreement if applicable.
Subdivision permits	
Lot subdivision application	\$300.00/subdivided lot + all fees relative to neighbors consultation, public meeting and subdivision agreement if applicable
Lot consolidation	\$300.00/consolidated lot + all fees relative to neighbors consultation, public meeting and consolidation agreement if applicable

Lot revision	\$300.00/ revised lot
Other permits	
Official Plan / Bylaw amendments or rezoning	\$900.00 + all fees relative to public meetings, legal fees and development agreement if applicable
Small Variances 0-5%	\$60.00
Major Variances 5-10%	\$120.00 + all fees relative to neighbors consultation, public meeting and development agreement if applicable
Outdoor vending fees / Temporary Use of a structure or land	\$30.00 (per request)

Schedule B

RURAL MUNICIPALITY OF VICTORIA

FEE RATES FOR MUNICIPAL BUILDINGS

Updated by Council resolution on March 23, 2026

Effective Date: April 1, 2026

OLD SCHOOL (Victoria Community Centre)

- Large Room (approx. 60.5' x 25.5')

Meetings & conventions/parties/anniversaries/cultural activities

Maximum capacity of 150 people

Non Residents:

- Daily Rate \$240 + HST
- Half-Day Rate (up to 4 hours): \$120 + HST
- Hourly rate \$50 + HST
- Weekly Rate \$1,000 + HST

Residents & Victoria Non-Profit organizations – 50% of above rates

Rates include use of tables, chairs, kitchen facilities and wi-fi

Janitorial fee \$25 + HST (charged for all day/half day and weekly events)

Fee of \$25 + HST for the use of television screen (charged for all day/ half day and weekly events)

Community organized events/meetings of Victoria Associations (VBA, VHA, VSM & WI) – no charge but clean up after event

Weddings

Deposit of \$500 up front covering any damage to the property

Daily Rate - \$500 + HST (includes use of tables, chairs, kitchen facilities)

Janitorial fee \$50 + HST

Policies:

1. Resident rates are available only if the resident is the main organizer and is present at the event and responsible for it. For organizational bookings, eligibility for discounts is determined at the organizational level, rather than based on an individual's residency status or affiliation.

2. Complimentary setup and cleanup time is provided as follows:

Hourly bookings: up to 15 minutes before and 15 minutes after the booking time

Half-day bookings: up to 30 minutes before and 30 minutes after the booking time

Complimentary setup and cleanup time is subject to availability and must not conflict with other bookings or municipal use of the facility.

3. Standard Cancellations: A full refund will be issued if notice is provided at least 48 hours prior to the booking.

Late Cancellations: Cancellations made with less than 48 hours' notice subject to a 50% cancellation fee.

Inclement Weather & Emergencies: In cases of unpredictable events such as severe weather or provincial emergencies, a full refund or re-scheduling will be offered regardless of the notice period.

4. No damage deposit is required, except for weddings. The booking contact will be responsible for any damage or excessive cleaning costs.

COMMUNITY HALL

- Auditorium (150 seat capacity)

Daytime rental - \$200 + HST

Half day rental - \$100 + HST

Light and sound technician – fees to be negotiated with Victoria Playhouse

Residents + Victoria non-profit organizations – 50% of above rates

Janitorial fee \$50 + HST

- PALMER ROOM (40 seat capacity)

Daytime rental - \$50 + HST

Half day rental - \$25 + HST

Residents + non-profit organizations – 50% of above rates

Janitorial fee \$30 + HST

Community organized events/meetings of Victoria Associations (VBA, VHA, VSM, WI) – no charge but clean up after event

First Reading:

This Fees and Water and Sewer Tariffs Bylaw, Bylaw# 2024-02, was read a first time at the Council meeting held on the 23rd day of July, 2024.

Second Reading:

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Approval and Adoption by Council:

This Fees and Water and Sewer Tariffs Bylaw, Bylaw# 2024-02, was adopted by a majority of Council members present at the Council meeting held on the 9th day of September, 2024.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Fees and Water and Sewer Tariffs Bylaw, Bylaw# 2024-02, adopted by the Council of the Rural Municipality of Victoria on September 09, 2024 is certified to be a true copy.

Chief Administrative Officer Signature

Date