

## Section 1.9. Fees

### 1.9.1. Fees

#### 1.9.1.1. Annual Report

- (1) The report referred to in subsection 7(4) of the Act shall contain the following information in respect of fees authorized under clause 7(1)(c) of the Act:
- (a) total fees collected in the 12-month period ending no earlier than three months before the release of the report,
  - (b) the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the *principal authority* in the 12-month period referred to in Clause (a),
  - (c) a breakdown of the costs described in Clause (b) into at least the following categories:
    - (i) direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of *buildings*, and
    - (ii) indirect costs of administration and enforcement of the Act, including support and overhead costs, and
  - (d) if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).
- (2) The *principal authority* shall give notice of the preparation of a report under subsection 7(4) of the Act to every person and organization that has requested that the *principal authority* provide the person or organization with such notice and has provided an address for the notice.

#### 1.9.1.2. Change of Fees

- (1) Before passing a by-law or resolution or making a regulation under clause 7(1)(c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a *principal authority* shall,
- (a) hold the public meeting required under subsection 7(6) of the Act,
  - (b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the *principal authority* provide the person or organization with such notice and has provided an address for the notice,
  - (c) ensure that the notice under Clause (b),
    - (i) sets out the intention of the *principal authority* to pass the by-law or resolution or make a regulation under section 7 of the Act and whether the by-law, resolution or regulation would impose any fee that was not in effect on the day the notice is given or would change any fee that was in force on the day the notice is given,
    - (ii) is sent by regular mail to the last address provided by the person or organization that requested the notice in accordance with Clause (b), and
    - (iii) sets out the information described in Clause (d) or states that the information will be made available at no cost to any member of the public upon request, and
  - (d) make the following information available to the public:
    - (i) an estimate of the costs of administering and enforcing the Act by the *principal authority*,
    - (ii) the amount of the fee or of the change to the existing fee, and
    - (iii) the rationale for imposing or changing the fee.