

# Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Fees Policy
<b>Number</b>	058
<b>Legislative Authority</b>	Municipal Government Act, subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i), Private Roads By-law, Section 12
<b>Effective Date</b>	March 26, 2024

### Title

1 This Policy is titled the Fees Policy.

### Administration

2 This Policy must be referenced in related By-laws concerning the service identified.

### Purpose

3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

### Fees

- 4 (1) The fees for Planning and Development Services are as set out in Table 1.
- (2) The fees for Recreation Services are as set out in Table 2.
- (3) The fees for Administration and Finance Services are as set out in Table 3.
- (4) The fees for Engineering Services are as set out in Table 4.

### Exempted Organizations

5 Active non-profit organizations registered under the **Societies Act** are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

**Table 1 Planning and Development Services Fees**

<b>Services</b>	<b>Fees</b>
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee
Development Agreement	\$525.00 + advertising fee
Development Permit	\$26.00
Fire Inspection	\$210.00
Map Book	\$25.00
Map Reproduction	\$11.00 + \$0.55 per square feet
Planning documents	\$11.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 +\$26.00
Variance	\$79.00
Zoning Certificate	\$53.00

**Table 2 Recreation Services Fees**

<b>Services</b>	<b>Fees</b>
Ballfields	\$21.00 per hour + HST
Ballfield League	\$19.00 per hour + HST (if paid by May 1)
One-day ballfield tournament	\$135 per field per day + HST
Two-day ballfield tournament	\$115 per field per day + HST
Charitable cause one-day ballfield tournament	\$65 per field per day +HST
Charitable cause two-day ballfield tournament	\$60 per field per day + HST
Minor Sport ballfield rentals (18 & under)	Free of charge
Sawpit Floating Docks	\$125.00/season + HST


A “charitable cause” refers to either a charitable or non-profit organization, or to individuals who have experienced recent hardship.

**Table 3 Administration and Finance Services Fees**

<b>Services</b>	<b>Fees</b>
Dog Tag - Replacement	\$1.00
NSF Cheques	\$15.00
Tax Certificate	\$42.00
Tax Sale Administration Fee	\$160.00
Verbal Tax Information	\$11.00
Potable Water Supply Upgrading Administration Fee	\$250.00
Clean Energy Financing Administration Fee	\$250.00

**Table 4 Engineering Services Fees**

Services	Fees
Electric Vehicle Charging Station	\$1.50 per hour
Sewer Permit	\$120.00

Policy Adoption	
Date of Original Passage	January 11, 2011
Date of Notice of Intent to Amend	March 19, 2024
Date of Council Approval	March 26, 2024
Effective Date (if different from Approval Date)	N/A
I certify that this Policy 058 Fees was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date
	March 26, 2024

Version	Amendment Description	Approval Date
Original V1	Policy 058 fees	January 11, 2011
V2	Fees for development related applications – planning areas	May 10, 2011
V3	Allows for all fees, except those included in other by-laws in one policy, and fee increases	February 12, 2019
	Effective date for V3	April 1, 2019
V4	Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted	February 25, 2020
V5	Housekeeping, addition of fee for Electric Vehicle Charger Charging Station	September 14, 2021
V6	CPI fees increase of 6% to all fees except EV, remove dog tags, MARC housings, and fax/photocopying	February 8, 2022
	Effective date of V6	April 1, 2022
V7	Add Sawpit Floating Dock fees to Table 2, Recreation	January 10, 2023
V8	Add Potable Water Supply Upgrade and Clean Energy Financing administration fees to Table 3.	July 25, 2023

<b>V9</b>	Add new ballfield fees to Table 2 and defined “charitable cause”; amend EV charging station fee to \$1.50.	March 26, 2024
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