

## 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>        | April 28, 2026                                                                                                                                                 |

### 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                                                        |
| Building Permit Fee – all types of construction                                     | \$0.72 / \$1000 construction value + \$30 administration fee   |
| Building Permit Renewal Fee                                                         | \$30.00 administration fee                                     |
| Demolition Permit                                                                   | \$22.00                                                        |
| Temporary Structures                                                                | \$30.00 administration fee                                     |
| Temporary Change of Use                                                             | \$30.00 administration fee                                     |
| Non -Profit Organizations                                                           | \$30.00 administration fee                                     |
| Additional Fee that applies to all construction commenced without a Building Permit | \$55.00                                                        |

**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**

| Services                                          | Fees                      |
|---------------------------------------------------|---------------------------|
| 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 | *\$1,000.00 - **\$250.00  |
| Clean Energy Financing Administration Fee         | *\$1,000.00 - **\$1400.00 |
| Credit Card Processing Fee                        | 2%                        |
| Potable Well Financing Lending Fee                | 2%                        |

\*Effective Date April 1, 2026

\*\*Effective Date November 1, 2026

**Table 4 Engineering Services Fees**

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

**Policy Adoption**

|                                                                                                 |                  |
|-------------------------------------------------------------------------------------------------|------------------|
| <b>Date of Original Passage</b>                                                                 | January 11, 2011 |
| <b>Date of Notice of Intent to Amend</b>                                                        | April 21, 2026   |
| <b>Date of Council Approval</b>                                                                 | April 28, 2026   |
| <b>I certify that this Policy 058 Fees was amended by Municipal Council as indicated above.</b> |                  |

**Signature of Municipal Clerk**

**Date****April 28, 2026**

| Version            | Amendment Description                                                                        | Approval Date     |
|--------------------|----------------------------------------------------------------------------------------------|-------------------|
| <b>Original V1</b> | Policy 058 fees                                                                              | January 11, 2011  |
| <b>V2</b>          | Fees for development related applications – planning areas                                   | May 10, 2011      |
| <b>V3</b>          | 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     |

|            |                                                                                                                                          |                    |
|------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>V4</b>  | Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted                                 | February 25, 2020  |
| <b>V5</b>  | Housekeeping, addition of fee for Electric Vehicle Charger Charging Station                                                              | September 14, 2021 |
| <b>V6</b>  | Remove MARC housings, and fax/photocopying fees from tables                                                                              | February 8, 2022   |
|            | Effective date of V6                                                                                                                     | April 1, 2022      |
| <b>V7</b>  | Add Sawpit Floating Dock fees to Table 2, Recreation                                                                                     | January 10, 2023   |
| <b>V8</b>  | 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     |
|            | Annual Review by Council - Re-adopted                                                                                                    | February 25, 2025  |
| <b>V10</b> | Add new credit card processing fee, effective immediately. Add Building related fees with an effective date of January 1, 2026           | July 22, 2025      |
| <b>V11</b> | Add potable well financing lending rate to Table 3                                                                                       | December 9, 2025   |
| <b>V12</b> | Revised administrative fees for Clean Energy Financing and Water Supply Upgrade Programs, effective dates April 1, 2026 and Nov. 1, 2026 | April 28, 2026     |