1. This Policy is entitled “Fees Policy”.

2. This Policy applies except to the extent of any conflict with applicable provincial legislation, and, where the fee amounts in this Policy differ from those set out in a By-Law, Policy or Resolution of the Municipality of the County of Cumberland in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

3. The purpose of this Policy is to provide a convenient place to set out and amend the fees the Municipality charges for certain applications, approvals, permits, licenses, and services.

4. The fees to be paid to the Municipality for each of the following applications, approvals, permits, licenses, certificates, or services are set out below. All fees include HST, where applicable.

Fees in Relation to Subdivision

Please note: In addition to the fees set out below, the cost of registration of plans, notices, deeds and/or instruments of subdivision must be paid to the Municipality in advance and will be refunded if not expended.

Preliminary Subdivision Application	Fees
Processing Fee for Tentative, Final, and Repeal of Subdivision Applications:	$75.00, payable at the time the application is filed - non refundable
Additional Processing fee where a proposed subdivision includes a new, varied or extended public or private road:	$200.00, payable at the time the application is filed - non refundable
- Plus - the Open Space/Recreational Capital Fund Fee, to be used in the manner described in section 273(5) of the Municipal Government Act:	$200.00 per lot, effective Oct. 1, 2024, payable prior to approval - refundable if lot(s) not approved

Fees in Relation to Land Use Planning and Development

Item	Fees
Zoning Confirmation letter	$50.00
Development Permit Processing Fee *	$25.00
Development Permit for Commercial Scale Solar Installations (more then 500kw power generation)	$100
Variance Application Processing Fee	$100
Site Plan Approval Application Processing Fee *	$200.00
Development Agreements and Applications to Amend the Municipal Planning Strategy and/or the Land Use By-Law, including rezoning: Processing Fee * -plus- Total Cost of Advertising and Notices:	 $500.00 ** $500.00 advertising deposit payable at the time application is filed ***
Copies of the Municipal Planning Strategy and Land Use By-Law, including letter-sized black and white maps:	$28.50 per copy
Full size colour copies of existing Municipal Planning Strategy or Land Use By-Law maps:	$11.40 per map
Gateway Business Logo Sign Placement	$57.00 per business logo

***** Processing fees are non-refundable.

****** This processing fee will be waived for registered charitable or non-profit organizations if the Agreement or Amendment is for the benefit of the organization.

******* When the actual cost of advertising or providing notice is known, the difference between the deposit and the actual cost will be refunded or billed to the Applicant.

Fees in Relation to Building and Demolition Permits

Item	Fees
New Residential	$25 plus $0.1/ sq ft
New Commercial	$50 plus $0.15/ sq ft
Renovations/Additions Residential	$25 plus $1.50/ $1000 value
Renovations/Additions Commercial/Farm	$50 plus $2.50/ $1000 value
Demolition Residential	$25
Demolition Commercial/Farm	$50
Mini Homes No Basement	$100
Mini Homes Basement/Additions	$25
Residential Decks & Accessory Storage <500 sq ft	$25
Residential Decks & Accessory Storage >500 sq ft	$50
Commercial Decks & Accessory Storage <500 sq ft	$50
Commercial Decks & Accessory Storage >500 sq ft	$75
Solar Residential (New)	$25
Solar Commercial/Farm (New)	$50

Permit Renewal Residential (New)	$25
Permit Renewal Commercial /Farm (New)	$50
Construction without permit (New)	2x applicable fee
Refund for unissued permit (New)	$25; fee retained
Refund for issued permit (New)	No refund
Occupancy Residential (New)	$25
Occupancy Commercial/Farm (New)	$50
Delay, not ready (New)	$50 per occasion

Civic Signs

Civic Signs	$20
Post and hardware	$50

Fees in Relation to Municipal Sewers

Item	Fee
Sewer Lateral Installation Fee: Includes all costs for materials, labour, equipment and permits to install a sewer lateral from the Municipal sewer main to the boundary of the road right-of-way, payable in advance:	
a) 4” diameter lateral	$Actual Cost
b) 6” diameter lateral	$Actual Cost
c) 8” diameter lateral	$Actual Cost
Sewer Lateral Inspection Fee: For inspections of sewer lateral installations within the public road right-of-way when the lateral is not being installed by the Municipality, payable in advance:	
a) 6” or smaller diameter lateral	$100.00
b) Larger than 6” diameter lateral	$250.00
Sewer lateral Re-Inspection Fee: If, on a scheduled inspection an installation is found to be incomplete, or if for any other reason a re-inspection is required:	$100.00 payable in advance

Item	Fee
Culvert Installation Fee: Includes all costs for materials, labour, equipment and permits to install a culvert across a driveway that accesses the right-of-way of a municipally owned road, payable in advance: a) any diameter culvert	Actual Cost
Culvert Inspection Fee: For inspections of culvert installations across a driveway that accesses the right-of-way of a municipally owned road when the culvert is not being installed by the Municipality, payable in advance: a) any diameter culvert	$100.00
Culvert Re-Inspection Fee: If, on a scheduled inspection an installation is found to be incomplete, or if for any other reason a re-inspection is required:	$100.00

Fees in Relation to Requests for Information

Item		Fee
Personal Information of the applicant		No Fee
Routine Access Records		
Staff Time	First 2 hours	No Fee
	Every hour over and above 2 hours	rate*
-plus- Copying Fees		
	One copy of a single document	No Fee
	Copies of multiple documents	$0.25 per page
FOIPOP Requests		
FOIPOP Application Fee		$5
Staff Time	First 2 hours	No Fee
	Every hour over and above 2 hours	rate*
-plus- Copying Fees		
	One Copy of a single document	No Fee
	Copies of multiple documents	$0.25 per page
***** *Rate $15.00 / half hour rounded down to the nearest half hour*		

Fees in Relation to Finance

Item	Fee
NSF Payments	$35
Administration Fee for Certificate of Discharge	$300
Administration Fee for Recording Certificate of Sale	$300
Tax Sale Fee (Does not include Survey fees, legal fees, or other professional fees, if required)	$700
Additional Tax Sale Expenses - Survey fees, legal fees or other professional fees	Actual Cost
Tax Certificate	$50.00 per assessment account number
Deed Re-issue Fee	$50.00

Dr. Carson & Marion Murray Community Centre Booking & Rental Fees

Rooms	**Rental Rates** **Hourly (1-2 hours)** **½ Day (2-4 hours)** **Daily (4+ hours)**	**Community Rates****
CIBC Room	Hourly $68.40 ½ Day $171 Daily $342	No Cost
Ross Anderson PharmaChoice Teen Centre	Hourly $34.20 ½ Day $114 Daily $199.50	No Cost
Jim & Jean Gogan Hospitality Room	Hourly $28.50 ½ Day $91.20 Daily $142.50	No Cost
Richard Calder Arena *Dry Pad*	Hourly $71.25 ½ Day $342 Daily $570 For rentals in excess of one day, pricing to be approved by the CAO who may seek, in their discretion, approval of Council	Pricing to be approved by the CAO who may seek, in their discretion, approval of Council
Complete Facility	Pricing to be approved by the CAO who may seek, in their discretion, approval of Council	Pricing to be approved by the CAO who may seek, in their discretion, approval of Council
Kitchen Access	½ day $91.20 Daily $171	No Cost
Bar Service	Complimentary if bar bill exceeds $350, otherwise $171 service fees applies	
Rentals After 12:00 AM	$114 every hour rented after 12:00 AM.	
Stage Rental (internal and external)	Internal: $28.50 per 4x8 section (up to 9 sections) External: $171 (up to 9 sections)	* No stage set up cost for eligible community groups. For external borrowing, a $250 deposit is required. A liability waiver and rental agreement must be signed. The Municipality reserves the right to charge additional fees for staging returned with significant damages and/or needs replacement.
Wooden Tables	External: Per Table $8.00	No cost for internal use at the Centre.

		For external borrowing, a $250 deposit is required. A liability waiver and rental agreement must be signed. The Municipality reserves the right to charge additional fees for staging returned with significant damages and/or needs replacement.
Chairs	External: Per Chair $1.25	No cost for internal use at centre. For external borrowing, a $100 deposit is required. A liability waiver and rental agreement must be signed. The Municipality reserves the right to charge additional fees for staging returned with significant damages and/or needs replacement.
Amenities		
Microphones	No cost	
Portable Sound System	No cost	
Portable Projector	No cost	
BBQ	Per Unit $39.90	
Linens	$2.28 Per Linen	
Steamed Linens	$4.56 Per Linen	
Ceiling Drapes	$114	
Birthday Package (includes 1 hr ice + 1 hr Hospitality Room)	$171	
Wedding Package (2 full days in the CIBC room, 1 full day in Kitchen)	$850	

****DCMMCC Community Rate Policy: The Community Rate is applied to rental fees for approved, eligible groups at the discretion of the CAO. Applications for the Community Rate will not be considered from registered businesses, government, or organizations whose core operations are funded fully or in part by government, health boards, hospitals, regional centres for education, and organizations with political affiliations. The CAO will have the authority to exempt government organizations from rental fees where an agreement exists for reciprocal use of facilities. Payment in full is required in advance of the booking date.**

Dr. Carson & Marion Murray Community Centre Advertising Fees

Item	Fee
Arena Boards	$600/yr
Players Benches	$1,000/yr
In-Ice	$1,000/yr
Wall Panels	$500/yr
Arena Lobby Frames	$100/yr
Seating Section	$500/yr
Stair Kick Plates	$300/yr
Walking Track	$500/yr
Annual Outdoor LED Sign Advertisement	$700/yr
Existing DCMMCC Advertiser Add-On (in combination with one of the above arena options)	$150/year
Three-Month Seasonal Campaign	$250
Six-Month Seasonal Campaign	$450
Personal Greetings (birthdays, anniversaries, etc)	$20/day

*Note, other opportunities are available for discussion with the Marketing Officer, subject to approval and separate fees. The above costs do not include printing and installation of ad work; this would be at the purchaser's expense.

**Note, full details, guidelines and specifications are available on the Advertising Agreement or Advertising Guide.

***Note, The Municipality will retain final approval of all messaging and advertising, prior to publication.

Glooscap Campground

User Fee Category	Rental Rates Hourly (1-2 hours) ½ Day (2-4 hours) Daily (4+ hours)
Daily RV	$57
Weekly RV	$376.20
Monthly RV	$1,254
Daily Tent	$45.60 (no power) $ 53.38 (20 amp)
Weekly Tent	$285 (no power) $330.60 (20 amp)
Monthly Tent	$912 (no power) $1,083 (20 amp)
Seasonal RV – No Septic Seasonal RV – With Septic	$2,280 $2,480
Rec Hall Rental	Hourly $34.20 ½ Day $114 Daily $199.50
Electrical	$0.2508/kWh
Deposit for Power and Site Cleaning (paid back at end of season)	$250

5. All former Fees Policies of the Municipality are hereby repealed.

6. All fees previously charged by the former Towns of Springhill and Parrsboro in relation to Subdivision, Land Use Planning and Development, or Building and Demolition Permits are hereby repealed.

Clerk's Annotation for Official Policy Book

Date of Notice to Council of Intent to Consider [7 days minimum]: February 15, 2023
Date of Passage of Current Policy: February 22, 2023
Date of Notice to Council of Intent to Consider Amendment: April 24, 2024
Date of Passage of Amended Policy: May 8, 2024
May 29, 2024
Date of Notice to Council of Intent to Consider Amendment: October 15, 2025
Date of Passage of Amended Policy: October 29, 2025
Date of Notice to Council of Intent to Consider Amendment: October 21, 2026
Date of Passage of Amended Policy: October 28, 2026

I hereby certify that this Fees Policy was adopted by Council as indicated above.

Deputy Clerk: Amanda Kinnear Date: November 3, 2026