

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG**  
**A By-law Respecting**  
**Fees Charged for Police Clearance Certificate Applications**  
Approved December 21, 2005  
Amended November 18, 2008

Be It Enacted by the Council of the Municipality of the District of Lunenburg as follows:

**1.0 Short Title**

This By-law shall be known as A By-law Respecting Fees Charged for Police Clearance Certificate Applications and may be cited as "Police Clearance Certificate Application Fees By-law".

**2.0 Interpretation**

2.1 "Act" means the *Municipal Government Act*, S.N.S., Chapter 18 of the Acts of 1998.  
**[amended Nov. 18, 2008]**

2.2 "Certificate Application Fee" means a charge imposed pursuant to Section 172(2)(e)(i) of the *Municipal Government Act* in an amount to be determined pursuant to this By-law.  
**[amended Nov. 18, 2008]**

2.3 "Municipality" means the Municipality of the District of Lunenburg.

2.4 "R.C.M.P." means the Royal Canadian Mounted Police.

2.5 "Student" means one who attends a school.

2.6 "Volunteer" means an individual performing services for a non-profit organization who does not receive in respect of those services

- i. compensation, other than reasonable reimbursement or allowance for expenses actually incurred, or
- ii. money or any other thing of value in lieu of compensation in excess of five hundred dollars per year,

and may include a director, officer, trustee or employee of the organization. pursuant to Section 2 of the Volunteer Protection Act, S.N.S, Chapter 14 of the Acts of 2002.  
**[amended Nov. 18, 2008]**

### **3.0 Application Fee for the Police Clearance Certificate Application Fee**

The amount of the Police Clearance Certificate Application Fee levied pursuant to this By-law shall be determined in accordance with the provisions of this By-law and Schedule "A" of this By-law.

### **4.0 Application Process**

4.1 Applications for Police Clearance Certificates for non-volunteers shall be first presented to the Municipal Office at 210 Aberdeen Road, Bridgewater, NS. The appropriate application fee shall be paid in full before the application is forwarded to the R.C.M.P. For further clarity, the appropriate fee must be paid in full to the Municipality before any review is undertaken by the R.C.M.P. **[amended Nov. 18, 2008]**

4.1A Application for Police Clearance Certificates for volunteers and students shall be presented directly to the R.C.M.P., and no application fee is required to be paid to the Municipality before a review is undertaken. **[amended Nov. 18, 2008]**

4.2 The Certificate Application Fees shall be collected by the Municipality.

4.3 The Applicant will be responsible to deliver the application form and payment receipt issued by the Municipality if required to the appropriate office of the R.C.M.P. **[amended Nov. 18, 2008]**

### **5.0 Issuance of Police Clearance Certificates**

5.1 Upon receipt of the application and payment receipt issued by the Municipality, the R.C.M.P. will initiate research. Where determined to be appropriate, the R.C.M.P. will issue a Clearance Certificate. The Municipality of the District of Lunenburg does not issue Clearance Certificates. **[amended Nov. 18, 2008]**

5.2 No refunds will be issued.

**Schedule "A"**

**Police Clearance Certificate Application Fees**

The following fee schedule applies to all applications for Police Clearance Certificates to be issued by the R.C.M.P. responsible for policing the Municipality of the District of Lunenburg.

The Certificate Application Fee for all applications except for students and volunteers shall be \$25.00 per application. Volunteers and students are exempt from application fees. **[amended Nov. 18, 2008]**

For greater clarity:

Volunteers ..... No cost  
Students ..... No cost  
All Others ..... \$25.00  
**[amended Nov. 18, 2008]**

**Municipal Clerks Annotation for Official By-law Book**

Date of First Reading: October 9, 2008  
Date of Advertisement – Notice of Intention: October 21, 2008 and October 24, 2008  
Date of Second Reading: November 12, 2008  
**Date of Advertisement of Passage of By-law\*:** **November 18, 2008**

I certify that the amendments to this the "***Fees Charged for Police Clearance Certificate Applications By-law***" was adopted by Council and published as indicated above.

Annalysa Hynes  
Municipal Clerk

Nov 18, 2008  
Date

**\*Effective Date of the By-law unless otherwise specified in the By-law**