



TOWN OF SHELBURNE

VENDING BY-LAW

THIS BY-LAW SHALL REPEAL AND SUPERCEDE ANY AND ALL PREVIOUS REGULATIONS AND/OR BY-LAWS HELD BY THE TOWN OF SHELBURNE REGARDING THE VENDING OF GOODS AND SERVICES.

Short Title

1. This By-Law shall be cited as “**Vending By-Law**”.

Interpretation

2. In this By-Law unless the context otherwise indicates:
 - (a) “**Council**” means the Mayor and Town Councillors;
 - (b) “**Special event**” means a recurring annual event coordinated under a single organizing group;
 - (c) “**license**” means document issued and authorized by Town of Shelburne staff which permits the specific person or organization to carry on trade on lands owned by the Town of Shelburne;
 - (d) “**market**” means a regular seasonal vending location, with multiple vendors, coordinated under a single organizing group;
 - (e) “**premises**” means any place of business, or place to which the public has access;
 - (f) “**staff**” means Town of Shelburne staff who are authorized to issue, enforce or verify licenses;
 - (g) “**vend**” means to provide for sale goods or services.

Licensing Requirements

- 3.** All persons wishing to provide for sale goods or services within the Town of Shelburne are required to obtain a license in accordance with this By-Law; it is an offence to operate without a license. Authorized Town of Shelburne staff will issue licenses under this By-Law upon compliance with all requirements and payment of the fees prescribed herein. A license issued under this By-Law may be suspended or revoked by the staff if the holder thereof is guilty of an offence against this By-Law.
- 3.1** Every license issued under this By-Law shall remain in force unless revoked or suspended under the provisions of this By-Law. Every license shall expire on April 1, calendar year. Every license issued shall be signed by Town staff and shall bear the date of issuance.
- 3.2** A License is issued to a specific person, business, or organization and may only be used by the one it is issued to. It cannot be transferred or assignment to anyone or other entity.
- 3.3** A license authorizes a trade or business to be conducted in the location specified and approved in the application; being granted a license does not confer permission to conduct business on private property within Town. Vending on a roadway or sidewalk is not permitted except when authorized by Town staff or Council.
- 3.4** Town of Shelburne staff will notify the holder of the license of any cancellation or revocation via mail or email to the address provided on the application.
- 3.5** A revoked or cancelled license can be appealed to Council. The licensee must provide written notice of intention to appeal the cancellation/revocation to Town staff within 30 days of the cancellation/revocation being received.
- 3.6** Every license under this By-Law shall be on display while the person, business or organization is engaged in the trade, calling or activity for which they are licensed:-
- 3.8** Where it appears to the Council that it is in the public interest to do so, Council may, by motion, instruct Town staff to cancel any license issued under this By-Law.

Obtaining a License

- 4.** Every application for a license under this By-Law shall be made in writing and be accompanied by the fee under the Municipal User Fee Policy.
- 4.1** The application shall require, but not be limited to, the following information and identification:
- Full name and address of applicant; individual, business, organization
 - Whether applicant is a resident of the Town of Shelburne
 - Name of trade or activity applicant is engaged in

- Type of goods and services being sold
- Location(s)/site(s) where activity will be conducted, including “door to door”
- Photo identification (this identification will be photocopied and kept on file)
- Such information that staff deem to be required to issue a license
- Permission to conduct business on public or private land

4.2 It shall be an offence for any applicant to make false statements in their application and will result in immediate cancellation/revocation of the license.

4.3 Display of false license shall be an offence to this By-Law.

General Conditions

5. It shall be an offence for anyone licensed under this By-Law to:

- a. Provide for sale any goods or services between the hours of 11:00 pm and 7:30am, excepting on Friday and Saturday when such is permitted until 1:00 am the following day;
- b. Provide for sale any goods or services in front of a commercial property without the prior written consent of the person occupying or using said commercial property;
- c. Leave any premises unattended when open for business;
- d. Sell food or beverages for immediate consumption unless they have available for public use their own or public waste receptacles and recycling receptacles;
- e. Leave any location without first picking up, removing and disposing of all garbage and refuse remaining from sales made by them;
- f. Sell anything other than the type of goods or services for which they are licensed.
- g. Cry their wares or otherwise cause any sound to be made to the disturbance of the public;
- h. Obstruct use of a sidewalk or roadway;
- i. Obstruct access to a property.

Conditions on Sales on Sidewalks

6. In addition to the general conditions outlined in this policy it shall be an offence for anyone licensed under this By-Law providing for sale any goods or services on a sidewalk to:
 - a. Conduct business within five (5) feet of an entrance to any building;
 - b. Conduct business within twenty-five (25) feet of any driveway entrance to a police or fire station or within five (5) feet of any other driveway.
 - c. Conduct business within ten (10) feet of the crosswalk at any intersection.

Licensing Fees, Special Events and Exemptions

- 6.1 Fees are outlined in the Municipal User Fees Policy and are not refundable.
- 6.2 Only Special event, as defined in the schedule “A”, require a vending permit for each special event, regardless of if the applicant holds a annual, monthly or weekly vending permit.
- 6.3 Events listed in schedule “B” are exempt from requiring a Vending permit.
- 6.4 Council may by motion, add or remove organizations from either schedule “A” or “B”, and will provide notice in writing to the organization of any changes to their event status.

Penalties

7. Applicants who are found to be in violation of the provisions of this By-Law may be held liable, and, on the discretion of Town staff, may:
 - can have their license revoked by the Town of Shelburne
 - be served with a Summary Offence Ticket
 - not be issued subsequent licenses within the Town of Shelburne
 - be barred from applying for a license within the Town of Shelburne for a fixed period of time
 - may be interrupted in their activity and required to cease trade
 - may be reported to the RCMP for activities which are in violation of the Criminal Code of Canada

Exemptions

8. The provisions of this by-law shall not apply to:

- a. The sale of any goods to wholesalers or retailers resident within the Town;
- b. Any sheriff, bailiff or other officers of the law selling under legal process;
- c. Any sales benefiting a registered non-profit or any other cause deemed by motion of Council to be benevolent.
- d. Home-based sales involving private residence, invitation-only events and activities;
- e. Sale of used goods by individuals at their private residences (e.g. yard sales).

By-Law Enforcement

- 9. It shall be the duty of any By-Law Enforcement Officer and of any Special Constable appointed for the Town of Shelburne under the Nova Scotia Police Act, to report all violations of this By-Law and to enforce them under the Municipal Government Act, Section 505.

THIS IS TO CERTIFY that the By-Law of which the foregoing is a true copy and was duly passed at duly called meeting of the Council of the Town of Shelburne, held on the day of , 2026.

GIVEN under the hand of the Clerk and the corporate seal of the said Town the day of , 2026.

Mayor, Stanley Jacklin

CAO, Sarah Mattatall

SCHEDULE A

Town of Shelburne Special Events Requiring a Special Event Permit

The following events, organized by the Shelburne Events Committee, require a Special Event Permit:

- Dock Street Days
- Pumpkin Regatta
- Miracle on Dock Street

SCHEDULE B

Town of Shelburne Special Events Not Requiring a Special Event Permit

Event	Group/Individual	Goods Permitted for Sale
Town-Wide Yard Sale	Various residents	Household items, miscellaneous goods
Guild Hall Summer Arts Series	Guild Hall / Arts groups	Arts and crafts
Farmers Market at Guild Hall	Local vendors	Agricultural and food products, arts and crafts, miscellaneous goods