



TOWN OF SHELBURNE

Municipal User Fees Policy

Title and Purpose

- 1.0 This Policy shall be referred to as the “Municipal User Fees Policy.”
- 2.0 The purpose of this Policy is to provide a convenient place to set out and amend the fees the Town of Shelburne charges for certain applications, permits, licenses, rentals, and services.
- 3.0 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 Bylaw, Recorded Resolution, Policy or Resolution of the Town of Shelburne in effect on the effective date of this Policy.
- 4.0 Bylaw Penalties for infractions are not listed under this Policy.

Fees

- 5.0 The fees to be paid to the Town of Shelburne for each of the following Administrative/Finance Services, Dog Fees, Cemetery Fees, Sewer Fees, Solid Waste Fees, Water Fees, Development Permits, Public Works Fees, Rental Fees, and Vending Fees are set in, or amended to, the respective amounts shown in sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, and 5.10.

5.1 Administration/Finance Services

The following table applies to Administration and Finance Services currently offered at the Town Hall.

Description of Administration / Finance Service	Fee Amount
Photocopies	\$0.50/copy (Plus HST)
Tax Certificates	\$50
Mortgage Company Listing	\$50/name
Zoning/Comfort Letters	\$50.00

5.2 Dog Fees

The following table applies to Dog owners within the Town of Shelburne under the Dog Bylaw.

Description of Dog Fee	Fee Amount
Tags – Male & Spayed Female	\$10 / year
Tags – Un-Spayed Female	\$10 / year
Service Dog Tag	\$0
Replacement Tag	\$10

5.3 Cemetery Fees

The following table applies to the Town Cemetery as referred to in the Cemetery Bylaw. Fees are double for non-residents.

Description of Cemetery Fee	Fee Amount
Resident Single Grave Lot	\$180.00 (Plus HST)
Non-Resident Single Grave Lot	\$360.00 (Plus HST)
Columbaria – Niche for Town Resident	\$575.00 (Inc. HST)
Columbaria – Niche for Non-Resident	\$1,150.00 (Inc. HST)

5.4 Public Sewer Fees

SET BY COUNCIL ANNUALLY

The following table applies to the Public Sewer as referred to in the Public Sewer Bylaw. For construction of new connections to wastewater facilities or storm water systems, refer to the Local Improvement Bylaw.

Description of Public Sewer Fee	Fee Amount
Wastewater Hook-Up (Residential- 6 units or less)	\$500.00
Wastewater Hook-Up (Residential- 7 or more units)	\$1,200.00
Wastewater Hook-Up (Non-Residential)	\$1,200.00
Annual Charge	\$395.00/unit

5.5 Solid Waste Fee SET BY COUNCIL ANNUALLY

Description of Solid Waste Fee	Fee Amount
Solid Waste Fee	\$248.10/unit

5.6 Water Fees

The following table applies to the Water Utility for the Town of Shelburne as referred to in Water Utility Distribution Policy and set as per UARB rates & regulations. For construction of new water lines in currently un-serviced areas, refer to the Local Improvement Bylaw.

Description of Water Fee	Fee Amount
Water Hook-Up	\$100.00
Reconnection Charge	\$50.00
Reconnection outside of regular working hours	\$200.00
Disconnection for an extended period of time	\$35.00
Disconnection for an extended period of time outside of regular working hours	\$150.00
Water Haulers	\$8.07/per cubic meter (with a minimum charge of \$50.00)

5.7 Development Permits

The following table applies to the Community & Economic Development Department for the Town of Shelburne as referred to in the Land-Use Bylaw.

Description of Development Permit Fee	Fee Amount
Application for a Development Permit	\$50.00
Zoning / Comfort Letters	\$50.00
Municipal Planning Strategy Amendment	\$800.00
Land Use By-Law Amendment	\$600.00
Site Plan Application	\$150.00

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Variance Application	\$100.00
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5.8 Public Works

Description of Public Works Fees	Fee Amount
Camera Use (w/operator) 8am-4pm	\$200/hr

5.9 Building Rentals

The following table refers to rates set in the Town of Shelburne's Community Centre and Guild Hall Rental Policies.

Description of Building Rentals	Fee Amount
Community Centre – Meeting Room A General	\$100.00 (Plus HST)
Community Centre – Meeting Room A Non-Profit	\$0
Community Centre – Meeting Room B General	\$75.00 (Plus HST)
Community Centre – Meeting Room B Non-Profit	\$0
Community Centre – Auditorium Commercial or Gov't Organization	\$200.00 (Plus HST) (Plus \$200.00 damage deposit)
Community Centre – Auditorium Personal Event (Wedding/Dance/Birthday)	\$400.00 (Plus HST) (Plus \$400.00 damage deposit)
Community Centre – Auditorium Non-Profit	\$0 (Plus \$200.00 damage deposit)
Fireman / Ladies Aux. Rental	\$0 (Plus \$200.00 damage deposit)
Event Catered by Ladies Aux. Rental	\$0 (Plus \$150.00 damage deposit) or \$100.00 plus HST if Bar Service required, (Damage Deposit of \$350.00)
Guild Hall Wedding Rental	\$500.00 (Plus HST) (Plus \$500.00 damage deposit)
Guild Hall Commercial Rental	\$100.00 (Plus HST) (Plus \$100.00 damage deposit)
Guild Hall Non-Profit Rental	\$0
Guild Hall Market Seasonal Rental	\$400.00 (includes electricity)

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5.10 Vending

The following table refers to rates set in the Town of Shelburne's Vending Bylaw.

Description of Vending Fee	Fee Amount
Annual Vending Permit (1 year)	\$300.00
Monthly Vending Permit	\$150.00
Weekly Vending Permit	\$75.00
Special Events – Food Vendor (per event)	\$150.00
Special Events – Other Vendor (per event)	\$25.00

Executive Coordinator's Notation for Official Policy Book

Date of Passage of Original Policy: April 9th, 2018

Date of Passage of Current Policy: June 1st, 2026

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

Jessie Dyer, Executive Coordinator

June 1st, 2026

Date