



STAFF REPORT

TO: Municipal Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: April 22, 2026

SUBJECT: **Fees and Charges Policy Amendment**

ORIGIN

Policy review resulting in need for updates.

BACKGROUND

The Municipality's Fees and Charges Policy outlines fees and charges that are applicable for residents and businesses when requesting permits, licenses, or other forms of services.

DISCUSSION

There are two areas of change included in the attached amended policy:

1. Sections 19.2 (t) and (u) of the Policy details FOIPOP and photocopying fees. The intent of the changes to this section is to match fees outlined in the Provincial FOIPOP Regulations (S.6 Fees).
2. Schedule B of the Policy details RMRF Charges. These charges were approved at the Council meeting held on February 25, 2026, and have been updated in this policy for consistency.

RECOMMENDATION

That the Council of the Municipality of the District of Shelburne approves the Fees and Charges Policy as amended.

ATTACHMENTS

Proposed Amended Fees and Charges Policy



POLICY PURPOSE

19.1 It shall be the policy of the Municipality of the District of Shelburne to have a clear and concise policy which outlines all the fees and charges that are applicable for residents and businesses when requesting permits, licenses, or other forms of services.

POLICY DETAILS

19.2 The following fees are hereby established for the noted permits, licenses and other services provided:

a. Building Bylaw	see Schedule "A"
b. Deed Transfer	1.5% of sale price
c. Dog Registration	\$15 plus HST
d. Dog Registration Tag Replacement	\$7.50 plus HST
e. Fee for Dog Kennel	\$50 per year plus HST
f. Dog Impound Fee	\$40 plus HST
g. Dog	
1) Daily Boarding Fee	\$20.00 plus HST
2) Veterinary Cost	Actual
h. Dog Impound Pickup	Current Government Rate
i. Dangerous Dog	\$200 plus HST
j. Septage Receiving	
1) Annual Registration	\$50 per year per vehicle
2) Reactivation Fee	\$50 per reactivation
k. Septage Receiving Usage	\$4.5 cents per litre
l. Sewer System Connection	\$100
m. Sewer System User Fee	\$285 per equivalent unit per year
n. Solid Waste Management Administrative Ticket	\$200
o. Subdivision Application	\$330
p. Tax Certificate	\$50 per assessment account
q. Property Tax & Misc. Billing Interest Rate	10% per year, calculated and applied the first day of each month on total balance outstanding at the end of the previous month.
r. Tax Sale Redemption Interest Rate	10% per year, calculated and applied daily. Interest is paid from, and including, the day of the tax sale until the day the property is redeemed.

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|---|---|
| s. Assessment Appeal Overpayment | Interest will be paid at a rate of 1% per year on any taxes overpaid after an assessment appeal is processed. Interest is paid from July 1 to the date processed by the finance department. |
| t. FOIPOP | \$5 application fee per FOIPOP request plus \$20 15 per half hour administration fee (after the first two hours) and photocopies fee. |
| u. Photocopies | \$0.10 20 plus HST per page |
| v. Regional Materials Recovery Facility | See Schedule “B” |
| w. Development Permit Fees | See Schedule “C” |

- 19.3 Any permits, licenses or other services requested outside of those noted in Section 19.2 shall be determined by Council at the time of the request.
- 19.4 This policy shall be reviewed from time to time during normal policy reviews or at the request of Council.
- 19.5 Any building or demolition permit that is cancelled shall have a 25% administration charge withheld from any refund.
- 19.6 No refunds shall be provided for any of the above charges if the applicant fails to carry out or not use the permit as requested.
- 19.7 An expired building permit may be renewed upon payment of a \$5 fee provided that at least one inspection has been carried out by the authority having jurisdiction within a twelve (12) month period either from date of issuance or last renewal date and the building permit renewal application has been completed.

REPEAL

- 19.8 Fees Policy approved by Council of the Municipality of the District of Shelburne on April 24, 2017, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Fees and Charges on the 28th day of May 2018.

SIGNED this _____ day of _____, 20____

WARDEN PENNY SMITH

CHIEF ADMINISTRATIVE OFFICER – WARREN MACLEOD

Approved by Council: May 28, 2018

Effective Date: May 28, 2018

Amended Date: December 10, 2018 (Amendments: 19.2 s,t,u and v were added)

Amended Date: February 25, 2019 (Amendments: 19.2 u - administration fees were added)

Amended Date: May 27, 2019 (Amendment: 19.2 k - rate increase)

Amended Date: November 25, 2019 (Amendment: 19.2 j.2 -Septage Receiving Reactivation Fee was added)

Amended Date: July 27, 2020 (Amendment: 19.2 Dog related fees and charges updated)

Amended Date: September 28, 2020 (Amendment: 19.2 w. RMRF was added with Schedule "B"; 19.2 g. (1) HST was added; 19.2 q. 10%.for 2020/21 fiscal due to COVID-19 was added)

Amended Date: May 10, 2023 (Amendment: 19.2 k. and m. -rate increase).

Amended Date: March 17, 2024 (Amendment: 19.2 q. was updated to reflect continued 10% interest rate due to COVID-19. Motions were made March 29, 2021, March 30, 2022 and March 27, 2023.)

Amended Date: September 11, 2024 (Amendment: RMRF new fee schedule-Schedule "B")

Amended Date: July 9, 2025 (Amendment: 19.2 q interest rate corrected to 10%, 19. k. septage receiving rate changed to 4.5 cents per litre, 19.2 s. delete tax account statements and bill reprint fee, add section 19.2 w. Development Permit Fees and Schedule C) Effective August 1, 2025

Amended Date: April 22, 2026 (Amendment: 19.2 (t) and (u) FOIPOP Fees adjusted to reflect FOIPOP Regulations, and Schedule B - RMRF Charges adjusted to reflect updated charges under new model)

SCHEDULE "A"

The following are the fees for building permits:

a. Residential up to four units	\$25.00 plus \$0.10 per square foot
b. Residential over four units	\$50.00 plus \$0.14 per square foot
c. Residential repairs and renovations	\$25.00 plus \$1.00 per \$1000 value
d. Additions to residential	\$25.00 plus \$0.10 per square foot
e. Residential outbuildings	\$25.00 plus \$0.04 per square foot
f. Patio, decks, steps, carports, etc.	\$25.00 plus \$1.00 per \$1000 value
g. Assembly	\$50.00 plus \$0.14 per square foot
h. Commercial	\$50.00 plus \$0.14 per square foot
i. Industrial	\$50.00 plus \$0.14 per square foot
j. Institutional	\$50.00 plus \$0.14 per square foot
k. Addition to Commercial, Industrial, Institutional	\$50.00 plus \$0.14 per square foot
l. Repairs and Renovations (not Residential)	\$50.00 plus \$1.00 per \$1000 value
m. Outbuildings (not Residential)	\$35.00 plus \$0.06 per square foot
n. Relocation of Structure or Mobile Home	\$50.00
o. Demolition of Building – up to 500 sq. ft.	\$15.00
p. Demolition of Building – over 500 sq. ft.	\$35.00
q. New Mobile Home Placement	\$25.00 plus \$0.10 per square foot
r. Replacement of Single-Family Dwelling	\$25.00 plus \$0.10 per square foot

SCHEDULE "B"

The following are fees for the Regional Materials Recovery Facility:

Material	Resident User	Commercial user	Non-Resident
Clean Wood	\$80/MT	\$90/MT	\$100/MT
Treated Wood	\$100/MT	\$130/MT	\$140/MT
Mixed C&D (Landfill items)	\$80/MT	\$90/MT	\$100/MT
Shingles	\$80/MT	\$90/MT	\$100/MT
Drywall	\$80/MT	\$90/MT	\$100/MT
Brush-Leaf and Yard Waste	\$40/MT	\$60/MT	\$70/MT
Scrap Metal	Flat rate (\$5.00)	Flat rate (\$5.00)	Flat rate (\$5.00)
Wire Lobster Traps	Flat rate (\$5.00)	Flat rate (\$5.00)	Flat rate (\$5.00)
Rope	Flat rate (\$5.00)	Flat rate (\$5.00)	Flat rate (\$5.00)

Material	Residential User	Commercial User	Non-Residential User
Treated Wood*	\$130/MT	\$145/MT	\$160/MT
Mixed C&D*	\$121/MT	\$136/MT	\$151/MT
Leaf & Yard Waste*	\$67/MT	\$82/MT	\$97/MT
Scrap Metal	Flat \$10	Flat \$10	Flat \$10
Lobster Traps	Flat \$10	Flat \$10	Flat \$10
Rope	Flat \$10	Flat \$10	Flat \$10
Items with Freon	\$20/unit	\$20/unit	\$20/unit

***There is a minimum fee of \$10 to access the RMRF site.**

1. SALES

- a. Lobster Pots \$5 per pot

SCHEDULE "C"

Description of Development Permit Fee	Fee Amount
Application for a Development Permit	\$50.00
Development Agreement	\$300.00
"Non-Substantial" Development Agreement Amendment	\$150.00
"Substantial" Development Agreement Amendment	\$300.00
Zoning / Comfort Letters	\$50.00
Municipal Planning Strategy Amendment/ Land Use By-Law Amendment or both (additional advertising costs not included)	\$300.00
Variances	\$100.00
Site Plan	\$100.00