

**THE CORPORATION OF THE TOWN OF SHELBURNE**

**BY-LAW NUMBER #54-2025**

**Being a by-law to amend user fees and charges for municipal services, programs and facilities**

**WHEREAS** Section 391(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws imposing fees or charges for services or activities provided, for costs payable by it for services or activities provided or done by or on behalf of the municipality and for the use of its property including property under its control;

**WHEREAS**, Section 391 of the Municipal Act, S.O. 2001, c.25, as amended, empowers municipalities to enact by-laws to impose water and wastewater rates upon owners or occupants of lands who use water;

**AND WHEREAS** the Planning Act, R.S.O. 1990, c.P.13, as amended, and the Building Code Act, S.O. 1992, c.23, as amended, and various other statutes provide municipalities with authority to impose various fees and charges;

**AND WHEREAS** the Council of The Corporation of the Town of Shelburne deems it expedient to implement a By-law to establish user fees and charges;

**NOW THEREFORE** the Council of The Corporation of the Town of Shelburne enacts the following:

1. That the fees and charges listed in Schedules “A”, “B”, “C”, “D”, “E”, and “F” attached hereto and forming part of this by-law, are hereby adopted.
2. That fees and charges are subject to HST where applicable and where not included in the price.
3. That authority to set fees and charges for consumable items valued under \$200.00 and for recreational and cultural programming is hereby delegated to the CAO or their designate.
4. That the fees for consumable items and recreational and cultural programming shall be set on a cost-recovery basis, including any associated facility cost.
5. That By-law 52-2024 and its attached schedules are hereby repealed.
6. That this by-law shall come into force and take effect on January 1, 2026.

Passed in Open Council this 8th day of December 2025 .

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

By signing this by-law on December 8, 2025, Mayor Wade Mills will not exercise the power to veto this by-law and this by-law is deemed passed as of this date.

**SCHEDULE "A" TO BY-LAW NUMBER 54-2025**

**Planning Fee Structure**

Application Type	APPLICATION PROCESSING FEES			SECURITIES/DEPOSIT S		NVCA	OTHER DEVELOPMENT FEES			
	Base Application Fee	Contingency Deposit / Other*	Total Base Application Fee and Deposits	Development Agreement			Town	County	School	Cash in Lieu of Parkland Dedication
				Security (eg. Letter of Credit)	Deposit					
Consent – New Lot (with development agreement)	\$4,895	Plus \$970 per new lot created	<b>\$4,895 + \$970/lot</b>	\$5,000-\$10,000	\$5,000	Based on NVCA current fee structure Based on NVCA current fee structure	In accordance with Town of Shelburne Development Charges By-laws and requirements of Dufferin County and Upper Grand District School Board		5% of land value or 2% for IC	
Consent – New Lot (no development agreement)	\$3,380		<b>\$3,380 + \$970/lot</b>	-	-					
Consent – Lot Addition	\$3,010	-	<b>\$3,010</b>	-	-				n/a	
Consent – Request to change condition(s)	\$2,870	\$1,155	<b>\$2,870 + \$1,155</b>	-	-					
Minor Variance	\$2,255	\$580	<b>\$2,255 + \$580</b>	-	-					
Official Plan Amendment	\$11,290	\$3,270	<b>\$11,290 + \$3,270</b>	-	-					
Zoning By-law Amendment (Minor Amendment or Temporary Use or Extension of Temporary Use)	\$3,010	\$1,320	<b>\$3,010 + \$1,320</b>	-	-					
Zoning By-law Amendment (Re-Zoning/New Dev't)	\$7,520	\$2,605	<b>\$7,520 + \$2,605</b>	-	-					
Zoning By-law Amendment (Holding Zone Removal)	\$2,645	-	<b>\$2,645</b>	-	-					
OPA/ZBA Combined	\$12,045	\$5,210	<b>\$12,045 + \$5,210</b>	-	-					
Plan of Subdivision/Condominium (to draft approval)	\$22,600	\$11,600	<b>\$22,600 + \$11,600</b>	100% of cost of works to be assumed plus up to 50% of cost of private works	\$20,000-\$30,000					
Condominium Conversion	\$21,115	Plus \$110 per unit	<b>\$21,115 + \$110/unit</b>	-	-	-				

<b>Planning Fee Structure Continued</b>							
Draft Plan of Subdivision/Condominium Red-Line Revisions, Change of Conditions and Extension Requests	\$2,890	\$1,160	<b>\$2,890 + \$1,160</b>	-	-		As per Conditions of Approval and Agreement
Exemption from Draft Plan of Condominium	\$3,260	-	-	-	-		
Part Lot Control Exemption By-law	\$2,550	Plus \$130 per lot (Less than 20 Lots) Or \$105 per lot (More than 20 Lots)	<b>\$2,550 plus \$130 per lot (less than 20 lots) or plus \$105 per lot (more than 20 lots)</b>	-	-		

Application Type	APPLICATION PROCESSING FEES			SECURITIES/DEPOSITS		OTHER DEVELOPMENT FEES				
	Base Application Fee	Contingency Deposit / Other*	Total Base Application Fee and Deposits	Development Agreement		NVCA	Development Charges			Cash in Lieu of Parkland Dedication
				Security (eg. Letter of Credit)	Deposit		Town	County	School	
Site Plan – less than 2ha (to execution of agreement)	\$3,760	\$3,250	<b>\$3,760 + \$3,250</b>	100% of cost of works to be assumed plus up to 50% of cost of private works	\$10,000-\$15,000	Based on NVCA current fee structure	In accordance with Town of Shelburne Development Charges By-laws and requirements of Dufferin County and Upper Grand District School Board			5% of land value or 2% for IC
Site Plan – 2ha to 10 ha (to execution of agreement)	\$7,535	\$5,800	<b>\$7,535 + \$5,800</b>		\$15,000-\$25,000					
Site Plan – 10 ha + (to execution of agreement)	\$10,540	\$8,805	<b>\$10,540 + \$8,805</b>							
Site Plan Amendment (to execution of amending agreement)	\$4,525	\$2,830	<b>\$4,525 + \$2,830</b>	As above	As above					
Telecommunications Facilities	\$570	\$1,140	<b>\$570 + \$1,140</b>	-	-	-	-	-	-	
Developer Lot Fee	\$795	-	-	-	-	-	-	-	-	

<b>Planning Fee Structure Continued</b>								
Sign Variance Request	\$570	-	-	-	-	-	-	-
Municipal Approval – Residential Accessory Structure, New Dwelling, Sign Permit Review	\$150	-	-	-	-	-	-	-
Municipal Approval – Non-residential Building or Structure / Renovation / Addition	\$175	-	-	-	-	-	-	-
Municipal Approval – Multi-unit Residential or Mixed-use Building - New/Renovation/Addition	\$175	Plus \$200 per Dwelling Unit	-	-	-	-	-	-
Municipal Approval – Notice of Change – Revision Review	\$65	-	-	-	-	-	-	-
Zoning Compliance Request	\$150	-	-	-	-	-	-	-
Pre-application Consultation	\$420	A deposit may be required in accordance with the Pre-Application Consultation By-law	-	-	-	-	-	-

**SCHEDULE "B" TO BY-LAW NUMBER 54-2025**

**Parks and Facilities Rentals**

<b>Administrative Fees</b>				
<b>Item</b>	<b>Unit</b>	<b>2025 Fee Rates</b>	<b>2026 Fee Rates</b>	<b>Subject to HST</b>
Damage Deposit	Per Permit	\$200.00	\$200.00	Exempt
Key Deposit	Per Permit	\$75.00	\$75.00	Exempt
Cancellation Fee	Each	\$21.00	\$21.00	Yes
Amendment Fee	Each	\$11.00	\$11.00	Yes
Operations Staff Call Out Fee	Per Call Out	\$91.90	\$94.20	Yes
Non-Resident Fee	Per Person / Per Season	\$16.25	\$16.65	Yes
Non-Resident Organization Booking Surcharge	Per Permit	+ 20%	+20%	Yes
<b>NOTE:</b>				
Damage Deposit to be returned after last permitted use should there be no damage or debris.				
Key Deposit to be returned once keys are returned. Keys must be returned by October 31 each year or deposit will be charged.				
Cancellation Fee – cancelling one or more bookings from a permit.				
Amendment Fee – a change made to one or more bookings on a permit to a different date, time or facility.				
Finance charge of 1.25% per month is added to balances not paid before due date.				

<b>Town Hall Facilities</b>				
<b>Item</b>	<b>Unit</b>	<b>2025 Fee Rates</b>	<b>2026 Fee Rates</b>	<b>Subject to HST</b>
Grace Tipling Hall	Per Four Hours	\$125.00	\$128.10	Yes
Grace Tipling Hall	Per Eight Hours	\$250.00	\$256.25	Yes
Grace Tipling Hall – Set Up / Rehearsal Day	Per 24 Hours	\$108.15	\$110.85	Yes
Grace Tipling Hall – Theatre Off Day	Per 24 Hours	\$86.50	\$88.70	Yes
Council Chambers – Monday – Friday 8:30a.m. – 4:30p.m.	Per Hour	\$16.25	\$16.65	Yes
Sound Equipment	Per Permit	\$115.50	\$115.50	Yes
Light Equipment	Per Permit	\$170.10	\$170.10	Yes
<b>NOTE:</b>				
Theatre Off Day – No set up, rehearsal or performance. Facility and stage occupied by set and equipment, all lights are off.				

<b>Shelburne Town Hall Art Galley</b>				
<b>Item</b>	<b>Unit</b>	<b>2024 Fee Rates</b>	<b>2025 Fee Rate</b>	<b>Subject to HST</b>
Prime Months (April 1 to June 30 and September 1 to November 30)	21 calendar days plus 3 days for setup and dismantle. One 4-hour opening/reception included	\$150.00	\$150.00	Yes
Non-Prime Months (January 1 to March 31 and July 1 to August 31)	21 calendar days plus 3 days for setup and dismantle. One 4-hour opening/reception included	\$75.00	\$75.00	Yes
Additional 4-hour Opening/Reception		\$115.00	\$115.00	Yes
Additional 8-hour Opening/Reception		\$230.00	\$230.00	Yes

<b>Fiddle Park</b>			
<b>Item</b>	<b>Unit</b>	<b>2026 Fee Rates</b>	<b>Subject to HST</b>
Pavilion	Per Hour	\$45.00	Yes
Outdoor Tiered Armour Stone Seating	Per Hour	\$25.00	Yes
Hard Surface Walking Loop (500m) (minimum rental two hours)	Per Hour	\$40.00	Yes
Easterly Open Grass Space	Per Hour	\$25.00	Yes
Basketball Tournament (minimum rental four hours)	Per Hour	\$30.00	Yes

<b>Other Parks and Pavilions</b>				
<b>Item</b>	<b>Unit</b>	<b>2025 Fee Rates</b>	<b>2026 Fee Rates</b>	<b>Subject to HST</b>
Jack Downing Park	Per Four Hours	\$33.15	\$33.95	Yes
Jack Downing Park	Per Eight Hours	\$66.20	\$67.90	Yes
Natasha Paterson Park – Pavilion	Per Four Hours	\$44.15	\$45.25	Yes
Natasha Paterson Park – Pavilion	Per Eight Hours	\$88.30	\$90.50	Yes
Allocated Park Space (Greenwood Park, Natasha Paterson Park, Simon Street Park)	Per Hour	\$16.25	\$16.65	Yes
Additional Picnic Table	Per Table / Per Permit	\$10.50	\$10.75	Yes
Additional Garbage Receptacle	Per Receptacle / Per Permit	-	\$3.00	Yes

<b>Sports Fields</b>				
<b>Baseball Diamonds</b>				
<b>Item</b>	<b>Unit</b>	<b>2025 Fee Rates</b>	<b>2026 Fee Rates</b>	<b>Subject to HST</b>
Lighting Fee	Per Hour	\$21.65	\$22.20	Yes
<b>Minor (+18)</b>				

Lisa McKechnie Baseball Diamond A	Per Hour	\$9.20	\$9.20	Yes
Hyland Heights Baseball Diamond B	Per Hour	\$9.20	\$9.20	Yes
Gary Galbraith Diamond C	Per Hour	\$9.20	\$9.20	Yes
Diamond E	Per Hour	\$9.20	\$9.20	Yes
KTH Diamond	Per Hour	\$9.20	\$9.20	Yes
<b>Adult (19+)</b>				
Lisa McKechnie Baseball Diamond A	Per Hour	\$9.20	\$9.45	Yes
Hyland Heights Baseball Diamond B	Per Hour	\$9.20	\$9.45	Yes
Gary Galbraith Diamond C	Per Hour	\$9.20	\$9.45	Yes
Diamond E	Per Hour	\$9.20	\$9.45	Yes
KTH Diamond	Per Hour	\$9.20	\$9.45	Yes
<b>Tournament</b>				
Hyland Diamonds Tournament Includes Diamond A, B, C, E and Natasha Paterson Pavilion (Lighting not included)	Per Eight Hours	\$348.65	\$353.60	Yes
<b>KTH Cricket Use</b>				
KTH Cricket Use	Per Hour	\$9.20	\$9.45	Yes
KTH Cricket Use – Tournament	Per Eight Hours	\$63.45	\$68.05	Yes
<b>Soccer Fields</b>				
Lighting Fee	Per Hour	\$21.65	\$22.20	Yes
<b>Minor (+18)</b>				
Brigands Field	Per Hour	\$10.10	\$10.35	Yes
KTH Field	Per Hour	\$10.10	\$10.35	Yes
Thunder Field	Per Hour	\$13.00	\$13.35	Yes
<b>Adult (19+)</b>				
Brigands Field	Per Hour	\$11.15	\$11.45	Yes
KTH Field	Per Hour	\$11.15	\$11.45	Yes
Thunder Field	Per Hour	\$20.50	\$21.00	Yes
<b>Tournament</b>				
<b>Minor (+18)</b>				
Brigands Field	Per Eight Hours	\$65.20	\$74.50	Yes
KTH Field	Per Eight Hours	\$65.20	\$74.50	Yes
Thunder Field (Lighting not included)	Per Eight Hours	\$126.55	\$96.10	Yes
<b>Adult (19+)</b>				
Brigands Field	Per Eight Hours	\$87.60	\$82.45	Yes
KTH Field	Per Eight Hours	\$87.60	\$82.45	Yes
Thunder Field (Lighting not included)	Per Eight Hours	\$157.60	\$151.20	Yes

Fees are subject to HST.

A finance charge of 1.25% per month is added to balances not paid before the due date.

**SCHEDULE "C" TO BY-LAW NUMBER 54-2025**

**Operations**

<b>Item</b>	<b>Unit</b>	<b>2025 Fee Rates</b>	<b>2026 Fee Rates</b>	<b>Subject to HST</b>
Sidewalk Machine with Broom Attachment – Minimum Two Hours	Per Hour	\$150.00	\$153.75	Yes
Winter Maintenance Unassumed Roads	Per Hour	\$200.00	\$205.00	Yes
Winter Maintenance Unassumed Sidewalks	Per Hour	\$200.00	\$205.00	Yes
Backhoe / Grader Equipment	Per Hour	\$140.00	\$143.50	Yes
Trackless / Mini Excavator Equipment	Per Hour	\$70.00	\$71.75	Yes
Mowing Equipment	Per Hour	\$80.00	\$82.00	Yes

**SCHEDULE "D" TO BY-LAW NUMBER 54-2025**

**Administrative Services**

**General Administration Fees**

Commissioner Services:

Resident \$10.00 per doc  
 Non-Resident & Comm Bus. \$20.00 per doc

Faxes \$4.00 per page

Photocopies and Printouts \$2.00 per page

NSF cheques \$45.00

Search and Copy/Email \$25.00 per quarter hour

RFP or Tender Packages Actual

**Taxation Services**

Tax Bill Reprint \$10.00 per bill

Prior Year Tax Statement \$10.00 per statement

Tax Certificates (re-finance) \$80.00

Express Tax Certificates (same day) \$100.00

Property Certificate-Water and Tax (Prompted by Ownership Change) \$120.00

Final Notice Letter by Registered Mail Actual

Municipal Tax Sale Fees (legal) Actual

Extension Agreement Fee (after registration) \$250.00

Transfer to Taxes at 90 Days (General A/R) \$45.00

## **Administrative Products**

Town Pins	\$10.00 each
Post Cards	\$5.00 each
Town Spoons	\$5.00 each
Fiddle Print painting	\$130.00 each
Town Flags	Actual

## **SCHEDULE "E" TO BY-LAW NUMBER 54-2025**

### **Water and Sewer Services**

#### **Water Services**

Inspection of Existing services	\$75.00
Meter Accuracy check (at customers request)	\$100.00 (if found to be accurate)
Water connection Fee (New service after decommissioning well)	\$5,500.00 (plus HST)
Water Inspection Fee (New Service)	\$ 100.00 (plus HST)
Water turn on	\$60.00
Water turn off	\$60.00
Water turn on (after hours)	\$150.00
Water turn off (after hours)	\$150.00
Temporary Water Supply (Bulk Water)	1.5 x current 2" Water Base Charge by Meter Size plus \$5.00 per cubic meter.
Via hydrant	\$500 deposit required.
Temporary Water Supply (Bulk Water)	
Via water tower	\$5.00 per cubic meter. \$500 deposit required.

#### **Sewer Services**

Inspection of Existing Services	\$ 75.00
Sewer Inspection Fee (New Service)	\$ 100.00 (plus HST)
Sewer Connection Fee (New Service after decommissioning)	\$ 5,500.00 (plus HST)
Sewer Camera Inspection Fee	\$ 150.00 (plus HST)
Sewer Camera Inspection Fee (after regular business hours)	\$ 300.00 (plus HST)

Dumping/Processing Septage Vactor Truck	Actual
Rental	Actual
Vactor Disposal fee	Actual

**Water & Sewer Administrative Services**

Property Certificate-Water and Tax (Prompted by Ownership Change)	\$ 120.00
Water Certificate/Final Meter Read Request	\$40.00
Water Bill Reprint	\$10.00
Final Collection Notice – prior to tax roll	\$ 25.00
Water/Sewer arrears transferred to municipal tax roll (Pursuant to Municipal Act 20012, S.O. 2001 c25, Section 398)	\$ 45.00
Payment Redistribution Fee (After 1 <sup>st</sup> Occurrence)	\$ 45.00
Resident refusal of Water Meter or/ refusal of Access to Town Water Meter and/also: Improper installation resulting in a non- functioning meter	Five times the current Water Base Rate fee 5/8”
Penalty and Interest	Any amount unpaid on an account upon the due date which the accounts are rendered shall be subject to a late payment charge equal to 1.25%. Interest will be charged at a rate of 1.25 % for every monthly unpaid thereafter.

**Extraordinary Charges**

Emergency Call Out Fee (After Hours) For Anything not Already Defined Above	\$150.00 flat fee for first hour + \$100/Hr for each additional hour per staff member required
Damage/Tampering Fee to Town Utilities Including but not Limited to:	\$75.00 Inspection Fee + Cost of Recovery at time of need
<ul style="list-style-type: none"> <li>• Hydrants</li> <li>• Meters (Including MXU)</li> <li>• Curbstops</li> </ul>	

**Meter Component Costs**

Meter (iPerl)	Cost of Recovery at time of need
Dual Check Valve (5/8 meter)	Cost of Recovery at time of need
Meter Valve (5/8 meter)	Cost of Recovery at time of need

Ball Valve w/drain (5/8 meter)	Cost of Recovery at time of need
Expansion Tank (5/8 meter)	Cost of Recovery at time of need
MXU (all meter sizes)	Cost of Recovery at time of need
Meter components for large meters	Quote required
Expansion Tank	Cost of Recovery at time of need
Meter Kits to be purchased directly from WAMCO	Cost varies per size

**SCHEDULE "F" TO BY-LAW NUMBER 54-2025**

**Licenses and Permits**

Business License	\$140.00
Lottery Licenses	3% of prize board
Marriage License	\$140.00
Civil Marriage Ceremony	\$375.00
Sign Permit	\$140.00
Parking Permit	\$40.00/month, plus tax
Road/Sidewalk/Boulevard Occupancy Permit	\$140.00
By-law Enforcement Re-inspection Fee	\$140.00
Fence Variance Fee	\$550.00
Retail Business Holiday Exemption	\$140.00 per year
Outdoor Patio Permit	\$150.00 per year

Dog Licensing is as follows per By-law #15-2018, as amended by Bylaw #08-2024:

Items	Altered	Unaltered
Dog	\$25.00	\$35.00
Service Dog	No Fee	
Replacement Tag(s)	\$5.00	
<b>Impound Fee</b>		
First Occurrence	\$100.00	
Second Occurrence	\$125.00	
Third Occurrence	\$150.00	