
Policy for Fees

Department: Finance
Adopted: July 9, 2013

Policy No: **5.018**
Revision Dates May 16, 2017
October 14, 2025

1.0 Purpose

The purpose of this document is to provide details of fees charged by the Town of Berwick.

2.0 Scope

This policy applies to fees charged by the Town.

3.0 Definitions

3.1. Town: Town of Berwick

3.2. Tax Certificate: A legal statement of property taxes levied and outstanding for the applicable year.

3.3. Refer to the following related Municipal By-laws for sewer-related definitions:

Sewer Charges By-Law

Sewer Use By-Law

4.0 Policy

4.1. Fees for Sewer Charges

4.1.1 This Policy applies to all fees charged by the Town for Sewer to "Basic Users," as defined in the Sewer Charges By-Law.

4.1.2 This Policy does not apply to "Industrial Users" or "Residential Institutional Users," as defined in the Sewer Charges By-Law.

4.1.3 Every owner of any property any boundary of which lies within One Hundred Feet (100') of a Town sanitary sewer line, other than an Industrial User or a Residential Institutional User, as defined in the Sewer Charges By-Law, shall pay to the Town a charge known as the Sewer Service Charge for both the construction and maintenance of such sewer line and drainage system, and the operation of any sewer treatment facility.

4.1.4 The annual Sewer Service Charge for different types of property or facilities is set out in the attached Appendix. Properties may have more than one activity, as defined by property class, and will be charged for each activity on that property

4.2 Fee for Tax Certificates

4.2.1 Firms may request a tax certificate for a specific property by completing and submitting the “Request for Tax Certificate” form found on the Town’s website and providing the applicable fee of **\$50.00** to the Town.

5.0 Review

This policy will be reviewed annually by Council, as part of “Operating Budget” approved by Council.

6.0 Amendments

Date	Amendment
May 16, 2017	
October 14, 2025	Amend Sewer and Tax Certificate Fees

CAO

October 14, 2025
Date

Appendix to Policy for Sewer Fees

Property Class		Charge	Previous Rate
Single Family Dwelling		\$ 183.35	\$ 144.37
Duplex/Multiplex (each side or unit)		\$ 178.29	\$ 140.38
Vacant Lot		\$ 20.24	\$ 15.96
Mobile Home		\$ 110.01	\$ 86.63
Apartment	Base charge for first unit, plus	\$ 183.35	\$ 144.37
	Charge for each additional unit	\$ 126.05	\$ 99.25
Basic Commercial Service	Base charge - up to five (5) employees, plus	\$ 240.81	\$ 189.63
	Charge for each additional group of up to five employees	\$ 207.77	\$ 163.61
Funeral Home		\$ 302.53	\$ 238.21
Aliant Telecom		\$ 392.08	\$ 308.73
Service Station		\$ 330.36	\$ 260.35
Service Club		\$ 571.17	\$ 449.77
Service Club (limited activity)		\$ 262.56	\$ 206.87
Barber/Hairdresser		\$ 302.53	\$ 203.60
Grocery Store	Base charge for the first 1,000 square feet, plus	\$ 672.85	\$ 529.71
	Charge for each additional 1,000 square feet	\$ 538.28	\$ 423.76
Arena		\$3,384.52	\$3,117.42
Fire Hall		\$ 692.32	\$ 545.20
Church		\$ 571.17	\$ 449.77
Nursery School/Daycare		\$ 481.62	\$ 379.26
Curling Club		\$ 358.18	\$ 282.09
Laundromat		\$ 851.94	\$ 670.75
Campground		\$1,099.83	\$ 866.65
Restaurant	Base charge for the first 10 seats, plus	\$ 515.52	\$ 405.90
	Charge for each additional 20 seats	\$ 364.25	\$ 286.80
Hospital		\$3,521.09	\$3,945.23
School		\$1,436.26	\$1,131.51
Car Wash		\$ 784.15	\$ 617.46
Convenience Store		\$ 364.25	\$ 286.80
Boarding House	Base charge for first unit, plus	\$ 183.35	\$ 144.37
	Charge for each additional unit	\$ 71.65	\$ 56.42
Bed & Breakfast		\$ 275.03	\$ 216.56