



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: January 17, 2020

RE: **Fees & Charges Bylaw**

ISSUE:

Administration has compiled fees and charges from every bylaw and policy of Town of Wadena into one bylaw.

BACKGROUND:

Fees and charges are established through numerous bylaws and policies and have not consistently been updated over the years.

The Finance Committee initially reviewed fees and charges at the January 9 meeting and provided feedback and adjustments to the rates. The Finance Committee reviewed the draft bylaw and attached schedules at the January 16 meeting and recommended approval of the bylaw to Council.

ALTERNATIVES:

1. Council can approve the recommendation of the Finance Committee to approve the Fees & Charges Bylaw.
2. Council can refer the bylaw back to the Finance Committee for further review.

ANALYSIS:

A fees and charges bylaw with schedules containing all the Town's fees and charges is attached. This bylaw will allow for Council to adjust any fee or charge by resolution rather than bylaw amendment. In addition, Council will be able to conduct a comprehensive review on an annual basis of all fees and charges which form the basis for much of the Town's revenues.

As directed at the Finance Committee meeting on January 16, adjustments have been made to the rental rates for portable toilets on page 19. In addition, the clause regarding building inspection fees has been removed from page 2 as it is already covered in Schedule A on page 6.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT Bylaw No. 01-2020, the Fees and Charges Bylaw, be introduced and read a first time."

"THAT Bylaw No. 01-2020, the Fees and Charges Bylaw, be read a second time."

"THAT Bylaw No. 01-2020, the Fees and Charges Bylaw, receive three readings at this meeting."

"THAT Bylaw No. 01-2020, the Fees and Charges Bylaw, be read a third time and passed."

ATTACHMENT:
Fees & Charges Bylaw No. 01-2020

**TOWN OF WADENA
BYLAW NO. 01-2020**

**A BYLAW TO REVISE AND UPDATE THE FEES PAYABLE TO TOWN OF WADENA
FOR MUNICIPAL SERVICES RENDERED UNDER THE AUTHORITY OF *THE
MUNICIPALITIES ACT AND THE BYLAWS OF THE TOWN.***

WHEREAS the Council of the Town of Wadena deems it advisable to include in one Bylaw the fees and charges payable to the Town for certain services rendered by officers and employees of the Town;

NOW THEREFORE, the Council of the Town of Wadena, in the Province of Saskatchewan, enacts as follows:

1. THAT this Bylaw shall be known as the "Fees and Charges Bylaw" for the year 2020.
2. THAT the fees and charges payable to the Town of Wadena for services rendered by officers and employees of the Town shall be as set out in the following schedules attached hereto:

Schedule "A"	General Government Services
Schedule "B"	Protective Services
Schedule "C"	Transportation Services
Schedule "D"	Public Health & Welfare Services
Schedule "E"	Planning & Development
Schedule "F"	Recreation & Cultural Services
Schedule "G"	Utilities
Schedule "H"	Affected Bylaws

3. THAT Council may from time to time, by resolution at any regular or special meeting of Council, amend each and every schedule attached to this Bylaw.
4. THAT the fees and charges set out in the schedules attached to this Bylaw shall take precedence over any other Bylaw or policy.

5. THAT any unpaid fees or charges owed to the Town by any taxpayer including any penalties related thereto as well as any fines imposed on the taxpayer by the court for contravention of the Town Bylaws may be added to the taxes of the said taxpayer and may be collected or enforced in the same manner as a tax as defined by *The Municipalities Act*.
6. THAT this Bylaw shall come into force and effect on February 1, 2020.

Read a 1st Time this ___ day of _____, 2020

Read a 2nd Time this ___ day of _____, 2020

Read a 3rd Time this ___ day of _____, 2020

Mayor

Chief Administrative Officer

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FEES AND CHARGES BYLAW

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Schedule "A" General Government Services

Account Name	Units Definition	2020
Trailer Licence Fees		
Trailer Licence Fee	per month	\$61.00
GG Sale of Supplies - Office		
Copying or Printing (B&W/Colour)	initial page	\$1.50
Faxing	initial page	\$1.50
Copying or Printing (B&W)	per additional page	\$0.50
Copying or Printing (Colour)	per additional page	\$0.75
Faxing	per additional page	\$0.25
Email Documents	per email	\$1.50
LA FOIP Application Fee	per application	\$20.00
LA FOIP Admin Charge	each 1/2 hour or portion over 1 hour	\$15.00
Computer Printout	per page	\$0.25
GG Rental - Lots, Rooms, etc.		
Trailer Lot Rental	per lot per day	\$1.50
GG Rentals - Compound		
Storage Compound	per year	\$200.00
GG Sign Corridor Advertisement		
Installation Fee	per sign	\$250.00
GG Licenses - Business		
Resident business, except home based	per location	\$0.00
Resident business, home based	per location	\$25.00
Non-resident, farmers' market	per location	\$125.00
Non-resident, trade show	per event	\$125.00
Non-resident, direct sellers	annual	\$50.00
Non-resident, building contractors	annual	\$250.00
Non-resident, building contractors	one time	\$100.00
Non-resident, other transient traders	annual	\$150.00
Non-resident, other transient traders	one time	\$75.00

Account Name	Units Definition	2020
GG Licenses - Pets		
Cat or dog under 12 months old	annual	\$20.00
Not microchipped, spayed or neutered	annual	\$60.00
Microchipped, but not spayed or neutered	annual	\$35.00
Not microchipped, but is spayed or neutered	annual	\$15.00
Microchipped, and spayed or neutered	annual	\$10.00
GG Permits		
Building Permits		
One- and Two-Unit Dwellings and Accessory Buildings		
Construction Value \$0-\$3,000	Base	\$25.00
Construction Value \$0-\$3,000	Additional	The full cost of plan review & inspection services. Fees set by contracted provider.
Construction Value over \$3,000	Base	\$25.00
Construction Value over \$3,000	per \$1,000 to max of \$350	\$2.00
Construction Value over \$3,000	Additional	The full cost of plan review & inspection services. Fees set by contracted provider.
All Other Buildings		
All Other Buildings	Base	\$25.00
All Other Buildings	per \$1,000	\$2.00
All Other Buildings	Additional	The full cost of plan review & inspection services. Fees set by contracted provider.
Demolition or Removal Permit		
Demolition or Removal Permit	each	\$15.00
Deposits		
Demolition Deposit – Small building less than 120ft ²	each	\$250.00
Demolition Deposit - Residential building	each	\$1,000.00

Account Name	Units Definition	2020
Parade Permit		
Parade Permit - Highway Closure	All associated costs including staff and equipment (Permit Application required)	\$300 plus
Parade Permit - Local Road Closure Only	All associated costs including staff and equipment (Permit Application required)	\$50 plus
GG Tax Certificate		
GG Tax Certificate	each	\$20.00
GG Appeal Fees		
Assessment Appeal Fees	each	\$25

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Schedule "B" Protective Services

Account Name	Units	2020
PS Fines		
Parking		
Lug Vehicles		\$200
Power Turns		\$100
U-Turn		\$50
Vehicles on Public Reserve		\$150
Left Hand Turn		\$50
One Way Lanes		\$50
Parking for Physically Disabled Persons		\$100
Parking for Physically Disabled Persons	if paid within 10 days	\$75
Guilty of Single Bylaw Violation	1st violation	\$50 - \$100
Contravenes 1st Offence guilty & liable	1st violation	\$25 - 100
Subsequent offences guilty & liable	subsequent	\$25 - \$200
	50kg	\$3
	each 50kg over 1000kg	\$5
Contravenes any provisions of subsections		\$5
Animal Control		
Failure to license cat or dog	1st offence	\$250
	2nd offence	\$300
	3rd offence	\$350
Failure to attach valid license tag	1st offence	\$50
	2nd offence	\$100
	3rd offence	\$150
Cat or Dog being at large	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Prohibited Dog in off leash area	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Allow dog to become nuisance in off leash area	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Fail to accompany dog in off leash area	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300

Account Name	Units Definition	2020
Fail to restrain and remove nuisance dog from off leash area	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Fail to carry leash in off leash area	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Operate a motor vehicle in off leash area	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Cat or dog in prohibited areas	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Failure to confine or restrain cat or dog during transport	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Failure to immediately remove excrement from public or private property	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Allow animal feces to accumulate on private property	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Cat or dog creating a nuisance by barking or howling	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Pigeon on other persons property	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Failure to obey order of animal protection or peace officer	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Pigeon improperly at large	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300
Failure to adequately maintain bees	1st offence	\$100
	2nd offence	\$200
	3rd offence	\$300

Account Name	Units	2020
Bylaw Violation		
Violation of Litter control bylaw	any offence	\$50
Dangerous Animals		
Failure to comply with court order	1st offence	\$500
	2nd offence	\$1,000
	3rd offence	\$1,500
Owning animal that attacks, assaults, wounds, bites or kills	1st offence	\$250
	2nd offence	\$500
	3rd offence	\$750
Fences		
Fence Violation	Individual (not exceeding)	\$10,000
Fence Violation	Corporation (not exceeding)	\$25,000
Fence Violation	Continued offence (maximum daily fine not exceeding)	\$2,500
Plumbing Permit		
No plumbing permit	Individual 1st Offence (not exceeding)	\$1,000
No plumbing permit	Individual further fine	\$50
No plumbing permit	Individual 2nd Offence (not exceeding)	\$5,000
No plumbing permit	Individual further fine	\$50
No plumbing permit	Corporation 1st Offence (not exceeding)	\$5,000
No plumbing permit	Individual further fine	\$500
No plumbing permit	Individual 2nd Offence (not exceeding)	\$10,000
No plumbing permit	Individual further fine	\$500
Business Licence		
Operating without a business license	per day	\$100

Account Name	Units	2020
General Penalty		
Guilty of an offence and liable on summary conviction	Individual (not exceeding)	\$10,000
Guilty of an offence and liable on summary conviction	Further fine (per day)	\$2,500
Guilty of an offence and liable on summary conviction	Corporation (not exceeding)	\$25,000
Guilty of an offence and liable on summary conviction	Further fine (per day)	\$2,500
Guilty of an offence and liable on summary conviction	Individual/Corporation (minimum)	\$200
Guilty of an offence and liable on summary conviction	Default of payment	Imprisonment not exceeding 90 days
PS Pound Fees		
Impound Fees	per day	\$50
Care and Sustenance Fee		\$15

Schedule "C" Transportation Services

Account Name	Units	2020
TS Custom Work, Equipment Rental		
Pin Locates	per lot	\$50
Barricades	per barricade per day	\$10
Grader	per hour	\$150
Sweeper	per hour	\$90
Loader	per hour	\$150
Tractor & Blower /Brush	per hour	\$85
Tractor & PTO Pump	per hour	\$85
Tool Cat	per hour	\$100
Private property snow removal fee	per occurrence	\$75 minimum
TS Sale of Supplies		
Ice Melt	per pail	\$35
Ice Melt	per shaker	\$15
Screened sand	per yard	\$35
Sub base gravel	per yard	\$30

Schedule "D" Public Health & Welfare Services

Account Name	Units	2020
HW Cemetery - Fees, Other		
Cemetery - Plot License Fee	per plot	\$300
Cemetery - Perpetual Care Fee	per plot	\$300
Each additional Cremated remains	per plot	\$400
Columbarium - Niche License Fee	per niche	\$1,500
Columbarium - Second Urn	each	\$100
Second Engraving of Plaque	each	\$250
Memory Wall Plaque	each	\$500

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Schedule "E" Planning & Development

Account Name	Units	2020
PD - Wadena Promo Items		
Promotional Merchandise/Items	minimum markup	10% plus GST & PST where applicable

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Schedule "F" Recreation and Cultural Services

Account Name	Units	2020
<i>Recreation Centre fees are seasonal - October of one year to April of the following year.</i>		
RC Rec Centre - Ice Rental		
Regular Youth User - Minor Sports	per hour	\$48.69
Regular Youth User - Skating Club	per hour	\$48.69
Regular User - Men's Rec	per hour	\$86.82
Regular User - Women's Rec	per hour	\$86.82
Regular User - Wildcats	per hour	\$86.82
Regular Youth Organization Rate	per hour	\$55.00
Regular Rate	per hour	\$110.00
Town 3-on-3 Tournament	per player	\$25.00
Cancellation Fee*	< 48 hours' notice	50%
*If the cancellation is within reason and outside of the booker's control, subject to the approval of the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.		
RC Rec Centre - Skate Sharpening		
	per pair	\$5.00
RC Rec Centre - Mezzanine Rental		
Mezzanine	per hour	\$25.00
Mezzanine	per day	\$100.00
Community Service (Non-profit)	per hour	\$20.00
Community Service (Non-profit)	per day	\$60.00
Deposit (When serving Liquor)	per event	\$250.00
Extra Cleaning	per hour	\$50.00
Cancellation Fee*	< 48 hours' notice	50%
*If the cancellation is within reason and outside of the booker's control, subject to the approval of the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.		
RC Rec Centre - Advertising		
Board Ads	per year	\$225.00
In-Ice Ads	per year	\$500.00

Account Name	Units	2020
RC Campground Fees		
Campground Fees	per day	\$25.00
Campground Fees	per week	\$150.00
Campground Fees	per 14 days	\$250.00
Campground Fees	per 21 days	\$300.00
Campground Fees	per month	\$395.00
RC Sports Grounds Fees		
Adult Ball Teams (18 & over)	per team per season	\$368.00
Minor Sports/Youth Ball Teams	per player per season	\$16.00
Ball Tournament - Local	per tournament	\$263.00
Ball Game/Practice - Non-Local	per diamond	\$32.00
Concession	per day	\$100.00
Concession	per weekend (5pm Friday - 5pm Sunday)	\$200.00
Beer Garden	per day	\$75.00
Beer Garden	per weekend (5pm Friday - 5pm Sunday)	\$100.00
Horse Track	per day	\$125.00
Horse Track	per weekend (5pm Friday - 5pm Sunday)	\$200.00
Demolition Derby	per day	\$100.00
Demolition Derby	per weekend (5pm Friday - 5pm Sunday)	\$175.00
Complete Facility	per day	\$550.00
Complete Facility	per weekend (5pm Friday - 5pm Sunday)	\$1,100.00

Account Name	Units	2020	
			w/ Season Pass
RC Pool - Lessons			
Lessons - Preschool (4 & Under Years)	/ session	\$60	\$50
Lessons - Swim Kids 1-5 (5+ Years)	/ session	\$60	\$50
Lessons - Swim Kids 6-10 (5+ Years)	/ session	\$60	\$50
Bronze Courses	/ course	\$130	\$120
Private Lessons	/ 30-minute lesson	\$20	
Private Lessons	/ 45-minute lesson	\$30	
Private Lessons	/ 60-minute lesson	\$40	
Punch Card - Adult	each	\$50	
Punch Card - Senior	each	\$50	
Punch Card - Student	each	\$50	
Aquacise - Adult	/ class	\$8	
Aquacise - Senior	/ class	\$8	
Aquacise - Student (K-12)	/ class	\$8	
RC Pool - Season Tickets			
Season Pass - Adult	/ year	\$100	
Season Pass - Student (K-12)	/ year	\$89	
Season Pass - Senior	/ year	\$89	
Season Pass - Family (4)*	/ year	\$189	
Season Pass - Family additional members**	/ year	\$26	
* Family Season Passes are for immediate family only to a maximum of 4 people.			
** Additional family members are limited to a maximum of 2.			
RC Pool - Daily Admissions			
Daily Fees - Adult	/ day	\$7.00	
Daily Fees - Senior	/ day	\$5.25	
Daily Fees - Student (K-12)	/ day	\$5.25	
Daily Fees - Under 5 years	/ day	\$2.00	
Daily Fees -Family (4)	/ day	\$15.75	
Group Rate (up to 10 people)	/ day	\$36.75	
RC Pool - Rental			
Group 11-30 people	/ hour	\$115.50	
Group 31-75 people	/ hour	\$189.00	

Account Name	Units	2020	
Canadian Forces Appreciation Program discount	All Aquatic Centre Rates	10%	
Cancellation Fee for Groups/Rentals*	< 48 hours' notice	50%	
*If the cancellation is within reason and outside of the booker's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.			
Replacement Punch Cards	No original	\$25	
Replacement Season Pass	No original	\$25	
RC Pool - Concession			
Concession	minimum markup	50% plus GST & PST where applicable	
RC Playground Program			
Playground program	per child/day	based on program and grant funding	
RC Custom Work, Equipment Rental			
Branch Hauling	/ hour	\$75	
Grass Cutting	/ hour	\$60	
Tree Trimming	/ hour	\$100	
Shrub Trimming	/ hour	\$50	
Chipper & Truck	/ hour	\$125	
Compressor/Jackhammer (In town Only)	/ hour	\$65	
Half-ton Truck	/ hour	\$55	
One-ton Truck	/ hour	\$75	
Lawn Roller *No operator*	/ hour	\$20	
Lawn Roller *No operator*	/ day	\$60	
Plate Tamper *No operator	/ hour	\$20	
Plate Tamper *No operator	/ day	\$60	
Picnic tables	per day per table	\$30	
BBQ (Propane Not Included)	per day per grill	\$75	

Account Name	Units	2020	
Porta-Potties		Per Day*	Per Weekend
1 picked up	per unit	\$75	\$125
2 picked up	per unit	\$150	\$200
3 picked up	per unit	\$200	\$250
4 picked up	per unit	\$250	\$300
5 picked up	per unit	\$300	\$350
*Rentals for 7 – 14 days are charged per day at 50% of the established daily rate.			
*Rentals for 15 days or more are charged per day at 25% of the established daily rate.			
To Empty	per unit	\$40	
Deposit	per unit	\$100	
RC Hall - Rental			
Rental - Side Room (N/Club)	per day	\$200	
Rental - Side Room (N/Club)	per 1/2 day	\$100	
Rental - Side Room (N/Club)	per hour	\$50	
Rental - Side Room (N/Club)	multi day	\$250	
Rental - Meeting Room (S/Court)	per day	\$275	
Rental - Meeting Room (S/Court)	per 1/2 day	\$138	
Rental - Meeting Room (S/Court)	per hour	\$75	
Rental - Meeting Room (S/Court)	multi day	\$300	
Rental - Main Hall	per day	\$350	
Rental - Main Hall	per 1/2 day	\$175	
Rental - Main Hall	per hour	\$100	
Rental - Main Hall	multi day	\$450	
Rental - Kitchen	per day	\$250	
Rental - Kitchen	per 1/2 day	\$125	
Rental - Kitchen	per hour	\$75	
Rental - Kitchen	multi day	\$300	
Rental - Complete Hall	per day	\$900	
Rental - Complete Hall	multi day	\$1,100	
Meetings Not for Profit	per hour	50% of reg rate	
Non-profit Fundraising	per hour	50% of reg rate	
Rental - Saskatchewan Health Authority	per flu clinic	\$ -	
RC Hall- PP, glasses, coffee			
Coffee/Tea, Supplies, Perk	per perk per day	\$ 50.00	
Wineglasses	each	\$0.50	

Account Name	Units	2020
RC Fitness Centre Memberships		
Memberships-Adult	drop in	\$10.00
Memberships-Adult	monthly	\$42.00
Memberships-Adult	3 month	\$118.00
Memberships-Adult	6 month	\$228.00
Memberships-Adult	1 year	\$438.00
Memberships - Student	drop in	\$10.00
Memberships - Student	monthly	\$21.00
Memberships - Student	3 month	\$65.60
Memberships - Student	6 month	\$126.70
Memberships - Student	1 year	\$243.30
Memberships - Senior	drop in	\$10.00
Memberships - Senior	monthly	\$21.00
Memberships - Senior	3 month	\$65.60
Memberships - Senior	6 month	\$126.70
Memberships - Senior	1 year	\$243.30
Memberships- Family (4)	drop in	\$30.00
Memberships- Family (4)	monthly	\$115.50
Memberships- Family (4)	3 month	\$360.50
Memberships- Family (4)	6 month	\$696.60
Memberships- Family (4)	1 year	\$1,338.30
Membership Pass Card Deposit	each	\$20.00
Discounts		
Annual Discount Days – last Friday of Nov to Jan 15	1 year	50%
Annual Discount Days – last Friday of Nov to Jan 15	6 month	50%
Annual Discount Days – Sept 1 – 30	3 month	25%
Canadian Forces Appreciation Program	members & families	10%
RC Fitness Centre - Rentals		
Upper Room	per hour	\$20.00
RC Fitness Centre Classes		
Classes (Town)		100% cost recovery

Schedule "G" Utilities

Account Name	Units	2020
UW Custom Work, Equipment Rental		
Snake (weekend)	per cleaning	\$275
Snake (weekday)	per cleaning	\$200
Snake machine	per hour	\$100
Steaming	per first hour	\$100
Steaming	Per additional hour after 1	\$50
Sewer camera	per hour	\$75

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Schedule "H" Affected Bylaws & Policies

Number	Title or Description of Bylaw or Policy
03-1989	License trailers and mobile homes
03-1991	Regulate plumbing and drainage and disposal of sewage
01-1997	Regulate the removal of snow, ice and other from sidewalks and streets
05-1997	Establish an assessment appeal fee
04-2004	Traffic Bylaw
05-2005	Litter Control Bylaw
02-2007	The Building Bylaw
06-2011	General Penalty Bylaw
05-2014	Control the use of town-owned property and regulate construction of fences
03-2018	Cemetery Bylaw
04-2018	Business License Bylaw
14-2018	Animal Control Bylaw
15-2018	Dangerous Animal Bylaw
P2014-001	Local Authority FOIPP Policy
P2008-010	Signing Corridor Policy
P2017-008	Recreation Rates and Use Policy
P2018-010	Rental Rates Policy