

**BYLAW NO. 474/2025**

**A BYLAW TO PROVIDE FOR ESTABLISHING FEES**

Under the authority granted by clause 8(1)(i) of *The Municipalities Act*, SS 2005, c M-36.1, the Town of Balgonie in the Province of Saskatchewan, by and with the advice of the Town of Balgonie Council, enacts as follows:

**1. Title:**

This Bylaw shall be referred to as the Fees Bylaw.

**2. Purpose:**

The purpose of this Bylaw is to establish certain fees and charges as well as related conditions or requirements for certain information requested from administrative staff.

**3. Definitions:**

In this Bylaw, including this section:

- a. “**Town**” means the Town of Balgonie.
- b. “**Administrator**” means the Administrator of the Municipality.

**4. Fees:**

Any person requesting or applying for the services or approvals listed in Schedule A, attached hereto and forming part of this Bylaw, shall pay the fees listed for that service or approval as set out in Schedule A.

No request by any person for a service or approval listed in Schedule A shall be performed by the Town unless and until the person requesting the service or approval has paid the fee or charge for the service or approval as set out in Schedule A.

The Town may request a deposit of up to fifty percent (50%) of the applicable fee or charge, payable in advance, if one or more of the following circumstances are applicable:

- a. The applicant is a non-resident;
- b. The applicant does not carry on business in the Town;
- c. The applicant is a first-time applicant;
- d. The applicant:
  - i) Has previously failed to pay a fee or charge imposed by the Town in a timely manner; or
  - ii) Is currently and has previously been indebted to the Town;
- e. The service or activity to be provided by the Town is for a substantial period of time;
- f. The service or activity requested by the applicant is not the usual type of service or activity provided by the Town; or
- g. The past conduct of the applicant or, if applicable, the organization he or she represents has been such that the Town on reasonable grounds may anticipate damage resulting from the applicant’s or the organization’s use of Town property.

**5. Overdue Accounts:**

All Town accounts and invoices are due and payable when rendered.

- a. Overdue invoices shall bear interest at the rate of 2% monthly or 24% per annum, calculated from the first day of the month after the account is overdue.

b. Notwithstanding subsection 6(a), the Administrator or their designate shall have the authority to write-off interest charged to a person in error or in cases deemed reasonable by the Administrator.

**6. NSF Cheques:**

The Town may require that an applicant pay the fees or charges prescribed under this Bylaw or any interest or penalties due and owing under this Bylaw by means of a certified cheque, cash or money order where the applicant or the organization he or she represents has previously submitted to the Town a non-sufficient fund (NSF) cheque or has stopped payment on a cheque submitted to the Town.

**7. Adding Unpaid Amounts to Tax Roll:**

The Town may add unpaid fees and charged imposed pursuant to this Bylaw and as authorized by section 369 of *The Municipalities Act* to the tax roll for any real property owned by the applicant in the Town and collect them in the same manner as municipal taxes.

**8. Provincial and Federal Tax Applicable:**

The fees and charges listed in the schedules to this Bylaw shall, where applicable, be subject to any applicable provincial and federal taxes.

**9. Other Fees:**

For other information or services that do not expressly require Council approval and are not defined within Schedule "A", the Administrator shall have the authority to determine an appropriate fee or charge.

**10. Severability:**

If a court of competent jurisdiction declares any provision, or any part of a provision of this Bylaw to be invalid, or to be of no force and effect, it is the intention of Council in enacting this Bylaw, that each and every other provision of this Bylaw be applied and enforced in accordance with its terms to the extent possible by law.

**11. Repeal Bylaw:**

Bylaw No. 460/2024 and amendments thereto are hereby repealed.

**12. Coming into Force:**

This Bylaw shall come into force on the date of the passing.

Read a first time this 9<sup>th</sup> day of June, 2025.

Read a second time this 9<sup>th</sup> day of June, 2025.

Read a third time and passed this 9<sup>th</sup> day of June, 2025.



Signed by:

Lain Lovelace, Mayor

Karen Craigie, Administrator

**Schedule A**

<b>1.0 ADMINISTRATION</b>		
Tax Certificates (Bylaw 443/2023)	Per Property	\$40.00
NSF Processing Charge	Per Charge	\$25.00
Research and Information Fee	Per Hour	\$35.00
Registered Letters		Actual Cost
Tax Arrears/Liens		
Advertising		Actual Cost
ISC Costs - Lien Registration	Per Parcel	\$30.00
Title Search	Per Title	\$15.00
Photocopying - 1-20 Pages	Per Page	
8 1/2" x 11" & 8 1/2" x 14"	Black and White, Single Sided	\$0.30
8 1/2" x 11" & 8 1/2" x 14"	Black and White, Double Sided	\$0.60
8 1/2" x 11" & 8 1/2" x 14"	Color, Single Sided	\$1.00
8 1/2" x 11" & 8 1/2" x 14"	Color, Double Sided	\$2.00
11" x 17"	Black and White, Single Sided	\$0.50
11" x 17"	Black and White, Double Sided	\$1.00
11" x 17"	Color, Single Sided	\$2.00
Stapled Copies	Per Page	\$0.05
Colored Stock Paper	Per Page	\$0.35
Photocopying - 21+ Pages	Per Page	
8 1/2" x 11" & 8 1/2" x 14"	Black and White, Single Sided	\$0.25
8 1/2" x 11" & 8 1/2" x 14"	Black and White, Double Sided	\$0.40
8 1/2" x 11" & 8 1/2" x 14"	Color, Single Sided	\$0.60
8 1/2" x 11" & 8 1/2" x 14"	Color, Double Sided	\$1.20
11" x 17"	Black and White, Single Sided	\$0.50
11" x 17"	Black and White, Double Sided	\$0.80
11" x 17"	Color, Single Sided	\$1.20
Stapled Copies	Per Page	\$0.05
Colored Stock Paper	Per Page	\$0.35
Faxing		
Local or Toll Free	Per Fax	No Charge
Long Distance	Per Fax	\$2.00
Laminating	Per Page	\$5.00
Scanning	Per Hour	\$35.00
Newsletter Advertising		
Business Card	Per Month	\$10.00
1/9 Page	Per Month	\$25.00
1/4 Page	Per Month	\$30.00
1/2 Page	Per Month	\$60.00
Full Page	Per Month	\$120.00
Business Card	Per Year	\$100.00
1/9 Page	Per Year	\$250.00
1/4 Page	Per Year	\$300.00
1/2 Page	Per Year	\$600.00
Full Page	Per Year	\$1,200.00
<b>2.0 APPEAL BOARDS</b>		
Board of Revision Appeal (Bylaw 465/2024)	Per Appeal	\$250.00
Development Appeals Board Appeal (Bylaw 429/2021)	Per Appeal	\$300.00
<b>3.0 LA FOIP (Policy ADM-002)</b>		
Access to Information Request		
Searching For, Locating, Retrieving, and Copying a Record	Per hour	\$30.00
Preparing records for disclosure	Per hour	\$30.00
Photocopies and Computer Printouts	Per page	\$0.25

Shipping a Record or a Copy of a Record		Actual Cost
<b>4.0 LICENSES</b>		
Dog Licenses (Bylaw 377/2014)		
Unspayed Female Dog 3+ Months of Age	Per License	\$20.00
Spayed Female Dog 3+ Months of Age	Per License	\$10.00
Male Dog 3+ Months of Age	Per License	\$10.00
Direct Sellers License (Bylaw No. 150/1986)	Per Visit	\$75.00
Cat Trap Deposit	Per Rental	\$20.00
<b>5.0 ADMIN BUILDING RENT</b>		
Administration Building Rent Contracts (from September 2024)		
Balgonie Agencies	Per Month incl. GST	\$2,249.10
Shades of Bliss	Per Month incl. GST	\$1,069.43
MLA Brad Crassweller	Per Month (No GST)	\$840.00
Administration Building Rent Contracts (from January 2026)		
Balgonie Agencies (1020 f2)	Per Month incl. GST	\$2,302.65
Shades of Bliss (485 f2)	Per Month incl. GST	\$1,094.89
MLA Brad Crassweller (400 f2)	Per Month (No GST)	\$860.00
<b>6.0 UTILITIES</b>		
Utilities (Bylaw 456/2023)		
Connection Fee		\$75.00
Meter Replacement Fee	Cost of Upgrade	Actual Cost
Registered Letter		Actual Cost
Lagoon (Bylaw 456/2023)		
Tipping Fees (2025 Rate)	Per tip + GST	\$130.00
Key Card	Per Replacement	\$50.00
Bulk Water Supply (Bylaw 456/2023)		
Bulk Water Station (2025 Rate)	Per m3	\$5.00
Bulk Water Station Fob	Per Replacement	\$50.00
Village of Edenwold (2024 Rate)	Per m3	\$2.8764
<b>7.0 WASTE MANAGEMENT</b>		
Transfer Station Card	Per Replacement	\$40.00
Replacement Bin		Actual Cost
<b>8.0 PUBLIC WORKS</b>		
Custom Work		
Operator	Per Operator Per Hour	\$35.00
Equipment (Skid Steer, 1-Ton, Riding Mower, Snow Blower)	Per Hour + Operator Per Hour	\$125.00
Equipment (Sprayer)	Per Hour + Operator Per Hour + Product Usage Total	\$125.00
Metal Detector Rental	\$125 up-front, \$50 refundable deposit when returned	\$75.00
*All fees are applicable to taxes.		

**9.0 ARENA**

Ice Rental Rates (2025-2026)		
September/April Ice	Per Hour	\$255.32
STAT Holiday Ice	Per Hour	\$255.24
PSMHA/BPRA/Figure Skating/Local Rec	Per Hour	\$240.00
Commercial Ice	Per Hour	\$278.81
Early Bird Ice (6:00 a.m. - 8:00 a.m.)	Per Hour	\$176.93
Daytime Ice (8:00 a.m. - 3:00 p.m.)	Per Hour	\$197.11
Concrete	Per Hour	\$87.55
Arena Sign Advertising	Per Year (2025)	\$285.72
Arena Sign Advertising	Per Year (2026)	\$380.96
Arena Café Lease Agreement (Sweet Life)	Per Month (2025-2028)	\$523.81

\*All fees are applicable to taxes.

**10.0 MULTIPLEX**

Large Hall		
Hourly	Per hour, up to 4 hours	\$125.00
Community Groups (ex. Dance)	Per day/evening, Mon-Thurs	\$125.00
Funerals	Per day	\$500.00
Weddings	Friday, 1:00 p.m. - Sunday, 10:00 a.m.	\$900.00
Community Fundraiser	Friday, 1:00 p.m. - Sunday, 10:00 a.m.	\$500.00
Non-Community Fundraiser	Friday, 1:00 p.m. - Sunday, 10:00 a.m.	\$725.00
Small Hall		
Hourly	Per hour, up to 4 hours	\$65.00
Day Rate	Per day	\$300.00
Kitchen		
Rental	Per day	\$150.00
Deposit	Refundable	\$500.00
Emergency Number Assistance	Outside regular office hours	\$100.00
Cancellation Fee	If cancelled less than 90 days prior to the event	\$450.00
Admin Fee	Booking date change	\$50.00
Corkage	Per person	\$4.00

\*All fees are applicable to taxes.

**11.0 SWIMMING POOL**

Private Parties		
Gazebo Only	1-30 People Per Hour + GST & PST	\$72.07
	31-60 People Per Hour + GST & PST	\$90.09
	61-90 People Per Hour + GST & PST	\$117.12
	Over 90 People Per Hour + GST & PST	\$144.14
Gazebo + Pool (During Public Swim)	1-30 People Per Hour + GST & PST	\$112.61
	31-60 People Per Hour + GST & PST	\$130.63
	61-90 People Per Hour + GST & PST	\$157.66
Private Party Rental (Weekends only)	1-30 People Per Hour + GST & PST	\$144.14
	31-60 People Per Hour + GST & PST	\$162.16
	61-90 People Per Hour + GST & PST	\$189.19
	Over 90 People Per Hour + GST & PST	\$216.22

Season Passes		
Family Pass (2 adults and up to 4 kids)	Per Year + GST	\$285.71
Adult	Per Year + GST	\$166.67
Senior (65+)	Per Year + GST	\$128.57
Student (18 and under)	Per Year + GST	\$128.57
Day Passes		
Family	Per Day + GST	\$23.81
Adult	Per Day + GST	\$8.57
Senior (65+)	Per Day + GST	\$6.67
Student (6-18 years of age)	Per Day + GST	\$6.67
Child (under 5)	Per Day + GST	\$3.33
Pass Books (10 passes for price of 9)		
Family	Per Book + GST	\$214.29
Adult	Per Book + GST	\$77.14
Senior (65+)	Per Book + GST	\$60.00
Student (6-18 years of age)	Per Book + GST	\$60.00
Swimming Lesson Rates		
Parent & Tot 1-3		\$70.00
Preschool 1-3		\$80.00
Swimmer 1-6		\$95.00
Rookie/Ranger/Star Patrol		\$120.00
Withdrawal/Cancellation Fee	Per Withdrawal/Cancellation requested by enrollee	\$10.00
Convenience Fee	Per Transaction	\$2.00

## 12.0 CEMETERY (Bylaw 476/2025)

Plots		
Fee for Single Plot	Resident	\$400.00
Fee for Single Plot	Non-Resident	\$600.00
Opening/Closing		
Standard Grave - Weekdays - Summer		\$450.00
Standard Grave - Weekdays - Winter		\$550.00
Standard Grave - Weekends - Summer		\$550.00
Standard Grave - Weekends - Winter		\$650.00
Cremated Remains	Per Urn	\$350.00
Disinterment	Actual hourly rate for operator and machinery	Actual Cost