

THE RURAL MUNICIPALITY OF HEADINGLEY

BY-LAW NO. 6-2026

BEING A BY-LAW OF THE RURAL MUNICIPALITY OF HEADINGLEY to prescribe and regulate fees for development applications and related matters.

WHEREAS the Rural Municipality of Headingley deems it expedient to prescribe and regulate the fees and charges to be paid by an applicant for development applications and related matters;

NOW THEREFORE, the Council of The Rural Municipality of Headingley enacts as follows:

- 1. That this By-Law may be cited as "The Development Fees By-Law".
- 2. That fees for development applications, permits and related matters shall be the fees set forth on Schedule "A" attached hereto.
- 3. That By-Law 12-2024 be hereby repealed.
- 4. That this by-law shall come into force and effect on third reading thereof.

DONE AND PASSED by the Council of the Rural Municipality of Headingley, in Council duly assembled, at Headingley, Manitoba this 12th day of May A.D., 2026

RURAL MUNICIPALITY OF HEADINGLEY



Mayor



Chief Administrative Officer

Read a First time this 14th day of April, A.D., 2026

Read a Second time this 12th day of May A.D., 2026

Read a Third time this 12th day of May A.D., 2026

RM of Headingley
Schedule "A" to By-Law No. 6-2026
Planning, Subdivision and other fees Schedule

1	SUBDIVISION APPLICATIONS (Part 8 of the Planning Act)		FEE
	(a)	PRELIMINARY PLAN REVIEW (prior to subdivision application)	
	(i)	Administrative Review	\$0
		- Infill subdivision (less than 5 lots and no new roads)	\$0
		- Greenfield subdivision (new road(s) or mor infill lots)	\$0
	(ii)	Council Review	
		Fee per review	\$300
	(b)	Administration Fee (payable prior to issuance of certificate of approval by the Province)	
	(i)	base fee	\$1,000
	(ii)	plus Fee per lot	\$100
	(iii)	maximum Fee	\$3,000
	(c)	Actual out of pocket fees incurred by the municipality for the cost of technical, administrative, professional, consultative or other services required by the municipality in examining an application in accordance with the fees and charges levied by a person or firm retained on behalf of the municipality to furnish such technical, administrative, professional, consultative or other services.	
	(d)	Subdivision Public Hearing and Road Opening	\$2,000
2	DEDICATION AND INFRASTRUCTURE FEES		
	(a)	(i) Capital Levy fee – per subdivided lot:	\$3,340
		(ii) Capital Levy fee – Multi-Family Dwellings: per door	\$3,340
	(b)	(i) Road Improvement fee – per subdivided lot	\$2,600
		(ii) Road Improvement fee – Multi-Family Dwellings: per door	\$2,600
	(c)	(i) Sewer & Water Infrastructure fee per lot connection to the municipal waste water service system.	\$15,000
		(ii) Sewer & Water Infrastructure fee - Multi-Family Dwellings: per door	\$5,965
	(d)	Sewer & Water Infrastructure fee per service connection to pipe outside of a LID	\$25,000
	(e)	(i) Public Reserve – Dedicated Land Dedication of public reserve land may be required in accordance with Section 135(6)(b) of The Planning Act, not exceeding 10% of the land being subdivided where parcels are less than 4 hectares. Where land is not dedicated, cash in lieu may be required under Section 136.	10%
		(ii) Public Reserve – Cash in Lieu Where land dedication is otherwise required under Section 135(6)(b) of The Planning Act, Council may require cash in lieu pursuant to Section 136, based on the value of the land that would have been dedicated, to a maximum of 10%.	10%
3	DEVELOPMENT PLAN AMENDMENTS		
	(a)	Application	\$5,000
	(b)	Actual out of pocket fees incurred by the municipality for the cost of technical, administrative, professional, consultative or other services required by the municipality in examining an application in accordance with the fees and charges levied by a person or firm retained on behalf of the municipality to furnish such technical, administrative, professional, consultative or other services.	
4	ZONING BY-LAW AMENDMENTS		
	(a)	Application	\$3,000
	(b)	Actual out of pocket fees incurred by the municipality for the cost of technical, administrative, professional, consultative or other services required by the municipality in examining an application in accordance with the fees and charges levied by a person or firm retained on behalf of the municipality to furnish such technical, administrative, professional, consultative or other services.	
5	VARIATION APPLICATIONS (Part 6 of The Planning Act)		
	(a)	MINOR VARIATIONS (jurisdiction of the Development Officer)	\$300
	(b)	VARIATIONS REQUIRING PUBLIC HEARINGS	
		First site	\$700
		Each additional site under the same ownership	\$300
	(c)	Actual out of pocket fees incurred by the municipality for the cost of technical, administrative, professional, consultative or other services required by the municipality in examining an application in accordance with the fees and charges levied by a person or firm retained on behalf of the municipality to furnish such technical, administrative, professional, consultative or other services.	
	(d)	POST CONSTRUCTION VARIATION	
		An application for a variation after the start of construction shall be double the otherwise applicable fee.	
6	CONDITIONAL USES (Part 7 of The Planning Act)		
	(a)	Application	\$700
7	DEVELOPMENT PERMIT		
	(a)	Residential	
	(i)	Major (Principle Building)	\$250
	(ii)	Minor (Accessory Structures)	\$150
	(b)	Commercial	\$500
8	SEWER & WATER CONNECTION PERMITS		

	(a)	Basic 5/8" RF Meter and application	\$1,450
	(b)	Larger than 5/8" meter	
	(i)	Basic fee	\$950
	(ii)	Plus actual cost of the RF meter and appurtenances	
9	BUILDING PERMITS		
	(a)	RESIDENTIAL	
		HOUSING BUILDING PERMITS FOR SINGLE FAMILY DWELLINGS, TWO FAMILY DWELLINGS, AND MULTI-UNIT RESIDENTIAL DWELLINGS SUBJECT TO PART 9 OF THE BUILDING CODE AND NOT REQUIRING AN OCCUPANCY PERMIT.	
	(i)	Single Unit Dwellings, Two-Unit Dwellings, and Cottages – under 6,458 sq. ft. or 3 storeys max. Fee applies to all areas: foundation/slab footprint, crawlspace, finished attics, covered decks (note: uncovered decks require separate permit per 9(a)(iii)), sunrooms, screened porches, and attached garages. Includes relocated and ready-to-move homes.	\$0.55/sq. ft.
	(ii)	Multi-residential dwellings - subject to part 9 of the Building Code and not requiring an occupancy permit.	\$0.55/sq. ft.
	(iii)	Renovations & Additions to 9 (a) (i) structures	
		minimum & under 300 sq. ft	\$165
		over 300 sq. ft	\$165 + \$0.55/add'l sq. ft.
	(iv)	Detached garage or accessory building	
		under 200 sq. ft.	\$110
		over 200 sq. ft.	\$110 + \$0.55/add'l sq. ft.
	(v)	Basement development – includes plumbing	\$360
		Uncovered Deck	\$150
	(vi)	Outside swimming pools	\$150
	(vii)	Temporary Structure Permit (per unit)	\$100
	(viii)	Solar Panels	\$150
	(ix)	Solid Wood Burning Appliance (Requires WETT inspection by 3rd party)	
	(b)	COMMERCIAL	
		New construction, additions, and accessory buildings—excluding single- and two-family dwellings under 6,458.4 ft² in area, not exceeding three storeys in height, as well as multi-unit residential buildings governed by Part 9 of the Building Code that do not require an occupancy permit.	
	(i)	NEW CONSTRUCTION & ADDITIONS	
		Base application	\$1,100
		Group A — Assembly Occupancy	\$1.93/sq. ft.
		Group B – Care, Treatment or Detention Occupancy	\$2.90/sq. ft.
		Group C – Residential Occupancy	\$1.66/sq. ft.
		Group D – Business & Personal Services Occupancy	\$1.81/sq. ft.
		Group E – Mercantile Occupancy	\$1.60/sq. ft.
		Group F1 – Industrial Occupancy	\$1.82/sq. ft.
		Group F2 – Industrial Occupancy	\$1.26/sq. ft.
		Group F3 – Industrial Occupancy	\$1.07/sq. ft.
		Accessory structures defined in the Building By-Law that can be measured in terms of area.	\$1.00/sq. ft.
		Temporary Structure Permit (per unit)	\$100
	(ii)	INTERIOR and EXTERIOR ALTERATIONS and OTHER WORK - Area Based	
		Fees for Work that is evaluated based on Floor Area	
		Alterations where an area calculation is used would include projects that affect an entire tenant space or entire floor level of a tenant space. (e.g. a tenant fit-up or a change of use of a defined occupancy/tenant space)	
		Base application	\$400
		Group A — Assembly Occupancy	\$1.00/sq. ft.
		Group B – Care, Treatment or Detention Occupancy	\$1.24/sq. ft.
		Group C – Residential Occupancy	\$0.69/sq. ft.
		Group D – Business & Personal Services Occupancy	\$0.79/sq. ft.
		Group E – Mercantile Occupancy	\$0.68/sq. ft.
		Group F1 – Industrial Occupancy	\$0.79/sq. ft.
		Group F2 – Industrial Occupancy	\$0.62/sq. ft.
		Group F3 – Industrial Occupancy	\$0.54/sq. ft.
	(iii)	Alterations that do not rely on area calculations typically include minor work within a larger tenant space, base building or landlord-initiated modifications, and projects primarily involving exterior changes.	
		base fee	\$400
		Percentage based on declared value.	1%
	(c)	Temporary Structure Permit (per unit)	
		THE FOLLOWING FEES ARE APPLICABLE TO ALL BUILDING PERMITS	
	(i)	Where a permit has not been obtained prior to the commencement of the actual work through neglect or for some other reason the fees shall be double the normal rate for the work done up to the date the permit is issued.	
	(ii)	For each re-inspection of an installation made at least one (1) week after the permittee has been notified of defect in the installation and where, upon such subsequent re-inspection, it is found that the defects have not been remedied the following fee shall be paid.	\$150 for the 1 st hour. Plus \$75 for each hour after.
10	PLUMBING PERMITS		

	(a)	(i)	Per fixture, inclusive of all plumbing installations and equipment located in the building at the time of construction:	\$50
	(b)		ADDITIONAL PLUMBING PERMIT FEES	
		(i)	Where a permit has not been obtained prior to the commencement of the actual work through neglect or for some other reason the fees shall be double the normal rate for the work done up to the date the permit is issued.	
		(ii)	For each re-inspection of an installation made at least one (1) week after the permittee has been notified of defect in the installation and where, upon such subsequent re-inspection, it is found that the defects have not been remedied the following fee shall be paid.	\$150 for the 1 st hour. Plus \$75 for each hour after.
11			DRIVEWAY ACCESS PERMIT	
	(a)		Open Ditch or Storm Drain (includes up to 18" diameter culvert 6 meter crossing)	\$2,500
	(b)		Commercial (if approach installed by property owner/builder)	\$1,000
	(c)		Commercial (if approach installed by the municipality)	\$500 + costs
	(d)		Subdivisions with rolled curb	\$150
12			LOT GRADING PERMITS	
	(a)		Residential lot (grade plan to be verified by either a CET, Peng or Legal Surveyor)	\$100
	(b)		Other than residential lot (grade plan to be verified by either a CET, Peng or Legal Surveyor)	\$500
14			ENCROACHMENT PERMITS	
	(a)		Application	
		(i)	Single-family dwellings and accessory structures thereto	\$50
		(ii)	Multi-family dwellings	\$100
		(iii)	Commercial	\$150
		(iv)	All other types of encroachments	\$50
	(b)		ANNUAL FEE	
			Each encroachment permit holder shall pay an annual fee as follows:	
		(i)	Signs	
			Up to 3 m ² (32 sq. ft.)	\$45
			3 to 6 m ² (32 to 64 sq. ft.)	\$75
			6 to 9 m ² (64 to 96.9 sq. ft.)	\$100
			9 to 18 m ² (96.9 to 193.7 sq. ft.)	\$150
			Over 18 m ² (over 193.7 sq. ft.)	\$225
		(ii)	The annual encroachment license fee for all other types of encroachments shall be as follows:	
			For the first 5 m ² (53.8 sq. ft.) or less of space occupied	\$40
			For each additional 5 m ² (53.8 sq. ft.) or part thereof	\$20
		(iii)	The annual license fee herein specified shall be payable in respect of each calendar year, or part of a calendar year, during which the encroachment has been maintained.	
		(iv)	Any unpaid license fee may be added by by-law to the taxes shown on the tax roll to be charged and levied against the land and collected in the same manner in which ordinary taxes upon the land are collectable, and with the like remedies.	
		(v)	The encroachment license fee for every encroachment of an unusual or commercial nature shall be such special annual license fee as may be fixed by Council.	
		(vi)	Any unpaid license fee may be added by by-law to the taxes shown on the tax roll to be charged and levied against the land and collected in the same manner in which ordinary taxes upon the land are collectable, and with the like remedies.	
		(vii)	The encroachment license fee for every encroachment of an unusual or commercial nature shall be such special annual license fee as may be fixed by Council.	
	(c)		PENALTY FOR NON-PAYMENT	
			Annual encroachment license fees not paid within the time period specified shall have an additional fee added thereto at the rate of \$10.00 per month or portion thereof.	
15			MISCELLANEOUS FEES & PERMITS	
	(a)		TAX CERTIFICATES	\$40
	(b)		ZONING MEMORANDUM (section 85 of The Planning Act)	\$150
	(c)		ZONING LETTERS	\$150
		(i)	Fee for a letter verifying permitted land use on a specific piece of property	\$150
		(ii)	Fee for a letter setting forth/explaining outstanding orders on properties	\$100
	(d)		DEMOLITION PERMIT	\$100
	(e)		DEVELOPMENT AGREEMENTS OTHER THAN SUBDIVISIONS	
		(i)	DEVELOPMENT AGREEMENT ADMINISTRATION FEE	\$500
		(ii)	Actual cost of legal and consulting fees	
	(f)		STREET NAME CHANGE	\$750
	(g)		OCCUPANCY PERMITS	\$250
	(h)		SIGN PERMITS	\$100
	(i)		CAVEAT REMOVAL	
			The application fee for the variation or removal of any caveat filed by the municipality shall be the actual costs	
	(j)		SPECIAL EVENT PERMITS (ie Community Event Designation, walk/run/cycle events)	\$100
	(k)		FIRE INSPECTIONS FEES	\$150
	(l)		CUT PERMITS	
		(i)	base fee	\$75
		(ii)	Latent Sinkage fee	\$10.00/m ²
		(iii)	Boulevard Cut – Deposit	\$25.00/m ²
		(iv)	Asphalt Road Cut – Deposit	\$175.00/m ²
		(v)	Asphalt Path Cut – Deposit	\$150.00/m ²
		(vi)	Curb Cut – Deposit	\$175.00/m ²
		(vii)	Gravel Cut – Deposit	\$100.00/m ²
	(m)		MISCELLANEOUS INSPECTION FEES	
			Unless otherwise specified elsewhere in this by-law	
		m	Where an inspection of a building or structure not provided for by a permit is required and conducted during office	\$150 for the 1 st hour.

		(i)	hours, the fee per hour or fraction thereof for each inspector involved shall be	Plus \$75 for each hour after.
		(ii)	For an inspection conducted outside of regular office hours, for each inspector engaged on the work:	\$150 for the 1 st hour. Plus \$75 for each hour after.
		(iii)	For temporary shows, exhibitions, festivals and travelling shows, the fee per hour or fraction thereof for each inspector engaged on the work to ensure all safety requirements are met during the show or exhibition shall be	\$150 for the 1 st hour. Plus \$75 for each hour after.
		(iv)	Where an inspection is required with respect to the possible relocation of a building or structure, the fee for each inspector engaged on the work shall be \$150 per hour or fraction thereof, plus mileage at the municipal rate for travel to and from the inspection.	\$150
16	DEPOSITS (held until completion of all elements of construction)			
			Lot Grading, Road Damage, Sewer & Water installation, and Landscaping	
	(a)		Residential	\$5,000
	(b)		Commercial	
		(i)	Base	\$5,000
		(ii)	Landscaping: as determined by Development Officer	
	(c)		Cut Permits (as described above)	
17	PERMIT & APPLICATION FEE REFUNDS			
	(a)		BUILDING & PLUMBING PERMITS	
			Unless otherwise specified elsewhere in this By-Law whenever a permit is voluntarily surrendered prior to construction, a refund shall be made to the applicant for the amount paid less \$100 cancellation fee.	
	(b)		DEVELOPMENT APPLICATIONS FEES	
			Council may, if it deems advisable in regard to a development application:	
		(i)	Direct staff to refund all or part of a filing fee for any development application that is withdrawn prior to the required public meeting or approval process, as the case may be.	
		(ii)	Waive all or part of a filing fee and advertising fee for any development application.	