

**RURAL MUNICIPALITY OF CARTIER
BY-LAW NO. 1715-24 - FEES AND CHARGES BY-LAW**

BEING a By-Law of the Rural Municipality of Cartier to revise, update and consolidate a fee schedule for municipal services rendered under the authority of *The Municipal Act*, *The Planning Act*, *The Noxious Weeds Act* and the By-Laws of the Rural Municipality of Cartier.

WHEREAS the Council of the Rural Municipality of Cartier deems it advisable to consolidate into one by-law the fees and charges payable to the Municipality for various services provided by the Municipality;

AND WHEREAS in accordance with Section 232(2)(d) of the Municipal Act, a municipality may in a By-Law establish fees or other charges for services, activities, or things provided or done by the Municipality.

NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE RURAL MUNICIPALITY OF CARTIER AS FOLLOWS:


1. **THAT** this By-Law shall be known as the Fees and Charges By-Law.
2. **THAT** the fees and charges payable for services provided by the Municipality shall be as set out in the following schedules:

Schedule "A"	Administration Fees
Schedule "B"	Zoning, Development and Planning
Schedule "C"	Building and Development Permits
Schedule "D"	Public Works Fees

3. **THAT** all Fees and Charges referred to in the Schedules of this By-Law shall be payable at the time of making an application for services.
4. **THAT** Fees and Charges set out in this By-Law shall take precedence over other similar fees referenced in any other by-law or resolution unless otherwise noted herein or as approved within legal party agreements.
5. **THAT** Council may review this by-law when deemed necessary and all schedules within this By-Law may be amended by resolution of Council. Other fee changes to this Bylaw by the Chief Administrative Officer may occur as per Point 8.
6. **THAT** By-Law No. 1641-15 of the Rural Municipality of Cartier is hereby repealed.
7. **THAT** any unpaid fees or charges owing to the Municipality that relate to property, including any penalties related thereto and any fines imposed on the taxpayer, may be added to the taxpayer's taxes and may be collected by the Municipality in the same manner as a tax may be collected or enforced under the Municipal Act.

DONE AND PASSED BY THE Council of the Rural Municipality of Cartier on October 21, 2024.


Christa Vann Mitchell
Reeve


Michael Lackmanec
Chief Administrative Officer

Read a first time on September 23, 2024
Read a second time on October 21, 2024
Read a third time on October 21, 2024

Fees and Charges By-Law No. 1715-24
Schedule “A” Administration

- 1) **Documents**

Photocopies - per page	Black/White	\$0.25
	Colour	\$0.50
Facsimile (Fax) messages - per page		
1st page		\$1.00
2nd and additional pages		\$0.15
Copies of prior year’s tax/utility statements/receipts (per page)		\$0.50

- 2) **Tax Certificate**

Tax Certificate	\$50.00
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- 3) **NSF (Non-Sufficient Funds) Payments**

The fee for NSF payments (plus financial institution charges)	\$25.00
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- 4) **Lottery License Fee**

The fee for any lottery license shall be **1%** of total prize money to be paid prior to a license being issued.

- 5) **Municipal Land Maps**

Fee for the purchase of any large municipal map. 56 cm x 86 cm (22” x34”)	\$25.00.
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- 6) **Utility Estimate Fees**

If a water meter is estimated due to restricted site access or other causes outside of the Rural Municipality of Carttier’s control, for 3 consecutive quarters, a \$50.00 administrative fee for each quarter may be applied.

- 7) **Illegal Dumping / Littering**

The administrative fee for any illegal dumping, littering or disposing of articles within the municipality shall be \$300.00 for the first occurrence, \$500.00 for second occurrence and \$1,000.00 for third occurrence.

- 8) **Document Requests**

Document requests that are not covered in this By-Law, Provincial and/or Federal Regulations or Orders shall be charged for costs to be determined by the Chief Administrative Officer (CAO). The first hour is free.

Schedule “B” - Zoning, Development and Planning

Administrative Costs Incurred shall include staff time and office resources to process the application.

- 1) **Development Plan Amendment**

Refer to the White Horse Plains Planning District Secretary-Treasurer

- 2) **Zoning By-Law Amendment**

Zoning By-Law Amendment (plus, any advertising costs where required)	\$1,500.00
Zoning By-Law amendments initiated by the municipality	\$ 0.00

If the application for a Zoning By-Law Amendment is withdrawn by the applicant prior to the required public notice being issued, the application fee shall be refunded less administrative costs and/or advertising costs incurred.

3) Conditional Uses and Variation Orders

Technical Review Committee (TRC) provincial review for larger livestock operations

Conditional Use application	\$300.00
Large Scale Livestock expansion (no TRC hearing)	\$300.00
Large Scale Livestock -TRC (hearing required)	\$500.00
Variation Order application	\$300.00
Minor Variation Order approved by Development Officer (up to 15% plus advertising costs where required)	\$150.00

If the application for a conditional use or variation order is withdrawn by the applicant prior to the required public notice being issued the application fee shall be refunded less administrative costs and/or advertising costs incurred.

4) Zoning Compliance Certificate

Confirms that a use or a building placement on a site, conforms to any previous zoning regulations and is legally non-conforming.

\$200.00

- A legal survey, at applicants' cost, may be required.

5) Zoning Compliance Letter

Confirms a permitted use or if there are outstanding orders on a specific property

\$100.00

6) Fee Surcharge

Where an activity or development starts without having obtained the required Development Plan amendment, Zoning By-law amendment, Conditional Use, Variation Order or Minor Variation Order, the fee(s) set out in this By-Law and attached schedules **may be doubled** at the discretion of the Designated Officer.

7) Capital Levy

As a condition of approval of subdivision in the Rural Municipality of Cartier, the applicant shall pay a total of Three Thousand Four Hundred Dollars \$ **3,400.00** for each new lot created by the proposed subdivision.

- A Capital Levy of Three Thousand Dollars Two Hundred Dollars (\$3,200.00) for each additional lot.
- A Subdivision Fee of Two Hundred Dollars (\$200.00) for each additional lot

8) Development Agreements

As a condition of development, the municipality may require a developer to enter into a Development Agreement regarding items outlined in the Manitoba Planning Act under section 150. The terms of the agreement are to be negotiated between the developer and the municipality. All costs of the Development Agreement shall be the Developer's expense.

Schedule "C" - Permits: Development, Building, Plumbing, Occupancy, Moving

Part 9 Buildings: buildings that are three stories or less, have a building area less than 600 square meters (6,458 sq. ft.), and have major occupancies classified as Group C (residential), Group D (office / service), Group E (retail), or Group F-2, F-3 (medium- and low-hazard industrial) and Group G (agricultural).

Part 3 Buildings: buildings classified as Group A, B or F-1, or exceeding 600 square meters (6,458 sq. ft.), in building area (including Farm Buildings), or exceeding three stories in building height and have major occupancies classified as Group C

(residential), Group D (office/service), Group E (retail), or Group F-2, F-3 (medium- and low-hazard industrial) and Group G (agricultural).

NBC / MBC: National Building Code and/or Manitoba Building Code

1) General:

No building permit will be issued for new buildings, including accessory buildings, until one copy of stamped engineered plans or (Code compliant drawings are supplied as determined by the Authority Having Jurisdiction (AHJ)).

Before a permit is issued for moving a dwelling or building from a site within or outside the municipality to a site within the municipality, the applicant must enter into a **Performance Agreement** with the municipality which includes a deposit in the sum of \$10,000 as determined by the AHJ. (*pre-manufactured storage sheds are excluded*).

All applicants wishing to relocate an older building within the municipality may be required to have the older building brought up to current building code requirements prior to relocation or as determined by the AHJ. A code compliance inspection shall be carried out by the RM Personnel or Approved Delegate. The Municipality, through Council resolution, will approve the relocation of any such buildings prior to them being allowed to relocate within the municipality.

The \$10,000 deposit will be refunded as follows:

- New dwellings and buildings that have been safely relocated and secured on approved foundation at the new site will be reimbursed \$8,000; with the \$2,000 remaining balance withheld until Final Inspection of the structure and permit is closed by the AHJ.
- For older homes and buildings being relocated within the municipality \$5,000 will be reimbursed upon safe relocation and secured on approved foundation to the intended site within the municipality. The \$5,000 remaining balance will be withheld until final inspection of the structure and permit is closed by AHJ.

Refundable Permit Deposits:

Deposit Fee	\$2,000.00
For building permits for Part 3 and 9 Residential, Modular, Ready to Move (RTM), Multi-Residential and Commercial Buildings <i>including renovations and/or additions valued from \$ 75,000 up to \$ 150,000</i>	

Deposit Fee	\$5,000.00
For building permits issued for Part 3 and 9 Residential, Commercial, Industrial, Agricultural, Recreational, and Assembly Buildings <i>including renovations and/or additions valued over \$ 150,000.01</i>	

Deposit Fee Refund

The deposit fee will be refunded to the applicant, once all deficiencies identified in the final inspection have been addressed less any costs incurred by the municipality for extra inspections and/or damage to municipal property including roadways and ditches and the permit is closed by the AHJ.

2) Development Permit

Development Permit is required for Part 9, under 600 m ² (6,458 sq. ft.) size for Commercial, Industrial, Recreational, Assembly and Agricultural Buildings	\$100
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Development Permit is required for Part 3 and over 600 m ² (6,458 sq. ft.) size for Commercial, Industrial,	\$200
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Recreational, Assembly and Agricultural Buildings

Development Permit is required for events that require the RM of Cartier to approve the use of Municipal assets (per the AHJ discretion) \$100

3) Building Permits – Residential and Part 9

This section applies to the construction, erection, placement, alteration, repair or renovation of a building or structure, based on the following table. **Development Permit** is required for Part 9 under 600 meter² (6,458 sq. ft.) for all Commercial, Industrial, Recreational and Assembly structures.

Minimum fee, unless otherwise stated: \$100
 Up to \$200,000 of estimated value (see below): 0.75% of value
 Balance Over \$200,000: 0.50% of value

Assumed Construction Values (to estimate if not provided)

Main floor (including foundation) – per sq. ft:	\$60
Basement, Second and other floors – per sq. ft:	\$60
Additions (including mobile homes) – per sq. ft:	\$60
<i>Cottages (per NBC/MBC definition – 3 season dwelling)</i>	
Main floor (includes pad and post) – per sq. ft:	\$50
Second floor – per sq. ft (not insulated)	\$30
Attached accessory structures including garages and unheated sunrooms – per sq. ft:	\$30
Detached accessory structures – per sq. ft:	\$30
Existing dwellings (relocation) and older move on dwellings - per sq. ft.	\$75 admin fee \$45
<i>Performance Agreement shall be required</i>	
Ready to move dwellings built in the RM of Cartier - per sq. ft.	\$75 admin fee \$45
<i>Performance Agreement shall be required</i>	
Ready to move dwellings built outside the RM of Cartier and moved into RM of Cartier, - per sq. ft.	\$125 admin fee \$45
<i>Performance Agreement may be required</i>	
Relocation of any building other than a dwelling more than 120 sq. ft.	\$75 admin fee \$30
<i>Performance Agreement may be required (pre-manufactured storage sheds are excluded)</i>	
Temporary building placement – per month Development permit required	\$30 per month
Hot tubs and in-ground or above-ground Outside swimming pools (2 ft. or more in depth) including surrounding deck up to 150 sq. ft.	\$150 flat fee
Open decks, verandah, porches	

- under 150 sq. ft. (<i>maximum 50 sq. ft. landing excluded</i>)	\$100 minimum
- over 200 sq. ft. - per sq. ft	\$50
Fire damage of structure (valuation of contract) square footage of damage area – per sq. ft	0.6% of value OR \$35 at 1%
Replacement of foundations, basement, piles and grade beam – per sq. ft	\$45
Demolition – any building/structure or part thereof	\$75 minimum

3) Building Permits – Part 3 Residential, Commercial, Industrial, Recreational, and Assembly Buildings

This section applies to the construction, erection, placement, alteration, repair or renovation of a building or structure, based on the following information. **Development Permit** is required for Part 3 and over 600 meter² (6,458 sq. ft.) for all Commercial, Industrial, Recreational and Assembly structures.

Valuation is as per contract. **All contracts will be estimated at minimum of \$60 sq. ft.**

Minimum fee, unless otherwise stated	\$250
\$0 – 1,000,000 of estimated value (see below)	1.0% of value
Balance Over \$1,000,000	0.75% of value
Fire damage of structure (valuation of contract)	0.6% of value

4) Building Permits – Agricultural (farm) – Part 3 and Part 9

This section includes (but not limited to) animal barns, shops, grain storage handling structures, conveyor and leg systems for multi-bin structures.

Valuation is as per contract.

Minimum fee, unless otherwise stated	\$250
\$0 – 1,000,000 of estimated value (see below)	1.0% of value
Balance Over \$1,000,000	0.50% of value

Minimum valuation for the following:

Pole sheds (shell only) - per sq. ft	\$25
Agricultural Shops - per sq. ft	\$60
Grain storage bin	\$100
Fire damage of structure (valuation of contract)	0.6% of value
Replacement of foundations, basement, piles and grade beam – per sq. ft	\$45
Demolition – any building/structure or part thereof	\$75 minimum

5) Plumbing Permits

*** Installation of RM water meter package shall be in a secured and heated structure as approved by the Designated Official.**
Plumbing Part 9

Residential, Commercial, Industrial, Recreational, Assembly and Agricultural Buildings - minimum fee (up to 12 fixtures including floor drain & roof vents)	\$125
- above 12 fixtures	\$17.50 each

Plumbing Part 3

Residential, Commercial, Industrial, Recreational, Assembly and Agricultural Buildings (up to 17 fixtures including floor drain & roof vents)	minimum fee \$200
- above 17 fixtures	\$17.50 each

Additions /Renovations, etc.

- minimum fee (up to 5 fixtures including floor drain & roof vents)	\$75
-above 5 fixtures	\$17.50 each

6) Occupancy Permits

Where a building permit is required (excluding single and two-family dwellings) pursuant to zoning regulations for the use of a building, structure or land, the fee for occupancy permit shall be as follows:

1. Interim Occupancy permit	\$50
2. Occupancy Permit	\$100
3. Change of occupancy permit	\$100

7) Special Inspections

Any inspection requested and provided for where a building permit was issued and conducted outside of regular office hours as posted at the RM Office.

- Fee (mileage at current municipal rate) \$100/hr. plus mileage

Inspection of any structure being relocated within or into the municipality.

- Fee (mileage at current municipal rate) \$100/hr. plus mileage

8) Building Permit Inspection Reports

- Building permit report / work orders \$100

9) Refunds

Whenever a permit is revoked or voluntarily surrendered within 6 months of issuance a refund will be made less 15% of the permit fee and less \$100 per inspection completed.

If the dwelling or building is occupied prior to a final inspection, the owner will have 6 months from the time of occupancy to comply with a final inspection. Failure to comply shall result in the building permit deposit being forfeited to the RM.

10) Sign Permits

All sign permits must reference the current Zoning By-Law

- 1. minimum fee \$75.00

11) Penalty Fees

Where for any reason, a permit is not obtained prior to the commencement of the work for which a permit (special event, development, building, plumbing, structure move), conditional use or variation is required, **the fee for each may be doubled over the fee schedule listing at the discretion of the Designated Officer.**

Where a Stop Work Order has been issued and work has been continued on the site, an administration fee of **\$150/day** may be imposed until work is stopped and a building permit is obtained.

Where, for any reason, a permit holder fails to call for any required inspection relating to a permit, as determined by the AHJ, the administration fee to be paid by the permit holder shall be **\$100 per incident**.

Schedule “D” Public Works

1) Fees for Noxious Weeds and/or Grass Cutting

An administration fee of \$150, plus contractor costs for cutting or removal of all noxious weeds and/or grass will apply per occurrence.

2) Water and Sewer Infrastructure Connection Fees

CATION	WATER	SEWER
LID # 1 (Elie)	\$7,000.00	\$3,000.00
Un-serviced lots	\$9,500.00	\$4,000.00
LID # 2 (St. Eustache)	\$9,500.00	\$4,000.00
LID # 3 (Rural)	\$14,000.00	\$3,000.00
New Lots created after Debenture 1547-03 Issued		\$4,000.00
LID # 4 (Elie North)	\$14,000.00	\$3,000.00
New Lots created after Debenture 1638-15 Issued		\$8,000.00
LID # 5 (Fort Rouge)	\$14,000.00	\$3,000.00
New Lots created after Debenture 1638-15 Issued		\$4,000.00
LID # 6 (Springstein)	\$14,000.00	\$3,000.00
New Lots created after Debenture 1638-15 Issued		\$4,000.00

1. Residential Water connections will include a water meter package and curb stop per the *Municipal Standards for Design & Construction (2021), (section 2.2, j) up to the standard 38 mm connection size*. A larger size or higher flow rate shall meet or exceed MWSB (MB Water Service Board) guidelines, if required, at applicant’s cost.
2. The water meter shall be installed in a secured and heated structure per approval from the Designated Official.
3. Sewer connections will include curb stops, where required, per the *Municipal Standards for Design & Construction (2021)*.
4. All connections (curb stops) shall be in Municipal; Right-of-Ways or have the required legally registered easements and/or caveats for utility access.
5. Connection fees shall be paid prior to any works commencing.

3) Driveway Access – Residential, Ornamental and Rural (Field)

Residential access (includes urban and rural)	\$3,000.00
Rural (field) access	\$3,000.00
Ornamental access	\$1,000.00

1. Permit applications are required for all driveways and other accesses from Municipal Right-of-Ways.
2. Driveways shall be constructed per RM of Cartier Standards for Design & Construction (2021)
3. Residential driveway access must be paid prior to being installed & includes:
 - Supply & installation of a new culvert up to 600 mm x 9 meters (24 in. x 30 ft)

- Up to 30 metric tons (40 yards) of gravel.
 - Residential driveways not designed/constructed per the *Municipal Standards for Design & Construction (2021)* may require an additional permit (Ornamental) and supply a plan showing concept/design with permit application.
 - Larger, longer culvert sizes and additional fill, if required, shall be the cost of the applicant as determined by the Municipality shall be the cost of the applicant
4. Rural (field) driveway access to be paid prior to being installed & includes:
- Supply & installation of a new culvert up to 600 mm x 9 meters (24 in. x 30 ft)
 - Up to 30 metric tons (40 yards) of gravel or other fill.
 - Rural driveways not designed/constructed per the *Municipal Standards for Design & Construction (2021)* may require additional permit information and supply a plan showing concept/design with permit application.
 - Larger, longer culvert sizes and additional fill, if required, shall be the cost of the applicant as determined by the Municipality shall be the cost of the applicant



Resolution No. 24-385

**RURAL MUNICIPALITY OF CARTIER
RESOLUTION OF COUNCIL
October 21, 2024**

Moved By: Councillor Christian Lachance

Seconded By: Councillor Dan Bouchard

BE IT RESOLVED THAT By-Law No 1715-24, being a By-Law of the Rural Municipality of Cartier for Fees and Charges, is hereby read a third time, signed, sealed and adopted as a By-Law of the Rural Municipality of Cartier.

In accordance with Section 137 of The Municipal Act, members present voted as follows:

NAME	FOR	AGAINST	ABSTAIN	ABSENT
Dan Bouchard	✓			
James Krahn				✓
Christian Lachance	✓			
Jason Laramee		✓		
Kevin Nixon		✓		
Christa Vann Mitchell	✓			

CARRIED

I, Michael Lackmanec, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the Rural Municipality of Cartier at a meeting held on Monday, October 21, 2024.

Michael Lackmanec, MBA, CPA
Chief Administrative Officer