

Bylaw 2024- 2087

A BYLAW TO PROVIDE FOR THE CHARGING OF FEE FOR SERVICES PROVIDED BY THE CITY OF ESTEVAN.

WHEREAS, pursuant to the Section 8 (1) (I) of *The Cities Act* the City may set service charges for services provided and may set the time and place and the manner in which they will be payable;

AND WHEREAS the Council of the City of Estevan deems it necessary and desirable to do so;

NOW, THEREFORE, the Council of the City of Estevan hereby enacts as follows:

1. That the following service charges shall be set as identified in Schedule A
2. The fees indicated in of this Bylaw shall be payable at the time of request.

3. FORMER BYLAW REPEALED

That Bylaw 2023-2077 of the City of Estevan, Saskatchewan and all amendments thereto are hereby repealed; such repeal shall not prejudicially affect any matter or thing whatever done, existing or pending at the time of such repeal.

EFFECTIVE DATE:

This Bylaw shall come into force and effect upon final passing.



CITY OF ESTEVAN

Anthony Sernick
Mayor

Judy Pilloud
City Clerk

Read a first time this 9th day of December, 2024.

Read a second time this 13th day of January, 2025.

Read a third time approved and adopted for use by the City of Estevan this 13th day of January, 2025.

Certified a true copy of Bylaw #2024-2087 as it appears in the Minute Book of the City of Estevan given under my hand and the seal of the City of Estevan this 15th day of January, 2025.

Judy Pilloud, City Clerk



Bylaw 2024-2087 Schedule A

Description of Service Administration	Units	2025 Fees
Photocopying	/page	\$0.75
Faxing	/page	\$2.00
NSF Cheque Charge	/cheque	\$45.00
Commissioner for Oaths and Witnessing Services	/document	\$10.00
Administration Research Fee	/hour	\$30.00
Digital Media Copy	/stick	\$20.00
Digital Image	/photo	\$15.00
Public Accounts (paper copy)		\$20.00
Annual Budget (paper copy)		\$20.00
Traffic Bylaw (paper copy)		\$25.00
Zoning Bylaw (paper copy)		\$25.00
Official Community Plan (paper copy)		\$50.00
City Pins	/pin	\$3.50
City Flags	/flag	\$85.00
City Maps		\$25.00
Color Maps		\$50.00
Administration Fee for Charges		30%

Where it is determined that the information requested will take extensive time to research, Section 5 (1) and (3) of the *Local Authority Freedom of Information and Protection of Privacy Act Regulations* will apply.

Request for Access in Information \$ 20.00

Where time is in access of one hour \$ 30.00/hr

Description of Service Finance	Units	2025 Fees
Tax Certificate		\$25.00
SAMA Property Profile / Assessment Field Sheets/assessment (Agents)		\$15.00
Tax Information Request (verbal)		\$15.00
City Page Advertising (List of Land Arrears)	/title	\$2.00
ISC Fee - Registration of Tax Lien	/title	\$50.00
ISC Fee - Title Request	/title	\$15.00
ISC Fee - Register Interest	/title	\$55.00
ISC Fee – Application for Transfer (Form 1: Surrender)	/title	\$220.00
ISC Fee – Application for Transfer (Form II: Set up)	/title	\$220.00
Registration of all other Interests	/title	\$75.00
Tax Enforcement Fee I	/title	\$120.00
Tax Enforcement Fee II	/ title	\$100.00
Tax Enforcement Fee III	/title	\$250.00
Tax Enforcement Fee IV	/property	\$250.00
Tax Enforcement Fee V	Land only /property	\$500.00
Tax Enforcement Fee V	Land & Imp. /property	\$1000.00
Registered Letter Fee (Postage Supplies)	/letter	\$15.00
Tax Title Tender Process (Admin, Advertising etc.)	/property	\$500.00
Tax Title Property Prep (Admin)	/hour	\$75.00
Tax Enforcement - Staff Charge	person/hour	50.00
Tax Enforcement - Equipment Charges	/equipment	20.00
Tax Enforcement Final Notice	/title	\$250.00
Reprinting of Tax Notice	/notice	\$5.00
Assessment Roll Property Profile	/property	\$5.00
Tax Inquiry (written)		\$15.00

Description of Service Engineering	Units	2025 Fees
Utility Service Termination Deposit		\$5,000.00
Utility Service Disconnect	/property	77.00
Utility Service Reconnect (turn on service after hours)	/ property	150.00
Water and Sewer Inspections based on hourly rate of equipment plus labour. All after hours calls are charged 2 hours minimum legislated by the Union contract.		
Water and Sewer rates during business hours	/hour	\$60.00
Water and Sewer rates after hours	/hour	\$120.00
Vac Truck rates plus \$1.05/km	/hour	\$215.00
Sewer Auger Equipment	/hour	\$20.00
Sewer Flex Shaft Equipment includes camera as needed	/hour	\$70.00
Camera Inspection Equipment	/hour	\$50.00
Thawing Waterline (includes equipment minimum 1 hour)	/hour	\$170.00
Thawing Waterline Equipment	/hour	\$50.00
Thawing waterline includes equipment after hours min. 2 hours	/hour	\$290.00
CCTV Inspection includes report	/property	\$150.00
Plugged Sewer within business hours with auger (min. 1hour)	/hour	\$140.00
Plugged Sewer after hours (minimum 2 hours)	/hour	\$260.00
Flex Shaft with equipment (minimum 1 hour)	/hour	\$190.00
Flex Shaft with equipment after hours (minimum 2 hours)	/ hour	\$310.00
Water and Sewer History of a Property	/property	\$25.00
Engineering Information Requests		\$25.00
Water Pressure Concerns – if not City related	/property	\$50.00
Water Quality Concerns – if not City related	/property	\$50.00
Property Pin Locates	\$25/pin	\$50.00

Description of Service		2025
Land Development Services	Units	Fees
Building Official Any Letter Request	/letter	\$50.00
Third Party Inspections	/inspection	\$100.00
Preliminary Site Plan – City Property		\$50.00
Preliminary Site Pan – Other Property		\$50.00
Scanner/Plotter Use	/page	\$25.00
Building Permits		
General Fee		\$7/\$1,000 of Value of Construction
Minimum Building Permit Fee		\$125.00
Building without a Building Permit		2x normal fee to a max of \$10,000.00
S.A.M.A Fee		\$25.00
Demolition Fee		\$125.00
Moving Fee		\$125.00
Additional Inspections	/inspection	\$100.00
Deposits		
General Deposit		5% of building value to a max of \$5,000.00
Demo Deposit with Utility Termination Fee		\$5,000.00
Demo/Moving Deposit		\$500.00
Site Grading Deposit	May be combined	\$1,000.00
Real Property Report		\$1,000.00
Construction Valuation-Dwelling(2 units or less)		
Main Floor	/m ²	\$2,150.00
Per Additional Floor	/m ²	\$750.00
Basement	/m ²	\$535.00
Addition (same as above)		
Construction Valuations-Dwelling (Town or Row Housing)		
Main Floor	/m ²	\$1,775.00
2 nd Floor	/m ²	\$1,450.00
Basement	/m ²	\$535.00

Description of Service Land Development Services	Units	2025 Fees
Construction Valuations-Dwelling (3+ units)	/m ²	\$825.00
Secondary Suites	/m ²	\$595.00
Garage (attached or detached)	/m ²	\$535.00
Garage Slab	/m ²	\$95.00
Carports and Sheds	/m ²	\$200.00
Deck (Uncovered)	/m ²	\$255.00
Deck (Covered)	/m ²	\$265.00
Sunroom Enclosure	/m ²	\$320.00
Outdoor Swimming Pools	/m ²	\$135.00

Description of Service Fire Department	Units	2025 Fees
Review and Approval of Plans for new or existing buildings	/request	\$100.00
Outdoor Fire Pits (Excluding Barbeques)	/permit	\$25.00
Outdoor Fireplace and Chimenea Approval	/permit	\$25.00
Fire Works and Pyrotechnics Display Permit	/permit	\$125.00
Fire Works Sales Permit	/permit	\$100.00
Business Licence Fire Safety Inspection	/request	\$100.00

Description of Service Leisure Services Fees & Charges	Units	2025 Fees
Sports Fields		
Soccer Field Annual Fee	/ Season	\$6206.00
Girls Softball Diamond Annual Fee	/ Season	\$7349.00
Boys Baseball Diamond Annual Fee	/ Season	\$8443.00
Adult Slo-Pitch Diamond Annual Fee	/ Season	\$4329.00
Adult Recreation Softball	/Team	\$580.00
Multi-Purpose Room (Youth/Family/Non Profit)	/ Hour	\$62.00

Description of Service Leisure Services Fees & Charges	Units	2025 Fees
Arena Ice Rental: September 1 – March 31 Affinity Place, Power Dodge Arena <i>All Fees Include Ice Resurfacing</i>		
Minor Ice Groups	/ Hour	\$131.00
Statutory Holiday	/Hour	\$186.00
Adult User Groups/Private Rentals/Casual Rentals	/ Hour	\$217.50
Last Minute Ice Rental (24 hour window)	/ Hour	\$131.00
Summer Ice Rate (April 1 – August 31)	/Hour	\$224.40
School day PDA Daytime Ice rental rate	/Hour	\$90.00

Description of Service Leisure Services Fees & Charges	Units	2025 Fees
Facility Admissions – Estevan Leisure Centre		
Child Daily (17% increase)		\$4.50
Child 1 Month Facility Pass		\$51.00
Child 3 Month Facility Pass		\$96.50
Child 6 Month Facility Pass		\$187.00
1 Year Facility Pass		\$374.00
Child Master Facility Pass (10 admissions, no expiry)		\$41.00
Senior/Youth Daily (10% increase)		\$6.50
Senior/Youth 1 Month Facility Pass		\$54.00
Senior/Youth 3 Month Facility Pass		\$136.50
Senior/Youth 6 Month Facility Pass		\$240.00
Senior/Youth 1 Year Facility Pass		\$480.00
Senior/Youth Master Facility Pass (10 admissions, no expiry)		\$55.00
Adult Daily		\$10.50
Adult 1 Month Facility Pass		\$59.00
Adult 3 Month Facility Pass		\$151.50
Adult 6 Month Facility Pass		\$281.00
Adult 1 Year Facility Pass		\$561.00
Adult Master Facility Pass (10 admissions, no expiry)		\$79.00
Family Daily (7% increase)		\$15.50
Family 1 Month Facility Pass		\$121.00
Family 3 Month Facility Pass		\$331.50
Family 6 Month Facility Pass		\$607.00
Family 1 Year Facility Pass		\$1,214.00
Family Master Facility Pass (10 admissions, no expiry)		\$143.00
Locker in Change Room	/ Month	\$15.00

- 10% off customer appreciation in December

Description of Service	Units	2025 Fees
Leisure Services Fees & Charges		
Dry Floor Rental - Affinity Place May 1- Aug 31		
Private/Commercial Groups	/ Day	\$4993.00
Non Profit Groups (Local Clubs, Charities, Fundraisers)	/ Day	\$1560.00
Sporting Activities	/ Hour	\$74.00
Lounge Rental	/ Hour	\$69.00
Additional Services		
Set Up & Tear Down	/ Day	\$2913.00
Glass Removal	/ Day	\$2913.00
Floor Install Over Ice	/ Day	\$2913.00
Dry Floor Rental – Power Dodge Arena, Curling Rink		
<i>No Set Up/Take Down Charges - Includes Table & Chairs</i>		
Private/Commercial Groups	/ Day	\$3745.50
Non Profit Groups (Local Clubs, Charities, Fundraisers)	/ Day	\$1248.50
Private Functions (Weddings, Family Reunions)	/Day	\$1144.50
Sporting Activities	/ Hour	\$75.00
Curling Club Annual Rent: September 15 – April 15	Annual	\$33,438.00
Rentals - Transport Not Included		
Table (8 foot plastic)	/ Table	\$14.50
Chair (metal, folding)	/ Chair	\$1.75
Bleacher (3 rows)	/ Bleacher	\$44.50
Stage (8*14 section)	/ Section	\$46
Pipe & Drape	/ Section	\$21.00
Podium		\$26.00
Barricades	Each	\$5.50
Conference Room	/Hour	\$28.50
Play Park (rent out entire park)	/ 3 hours	\$191.00
Park Permit	Admin	\$28.50
Multi-Purpose Room (Youth/Family/Non Profit)	/ Hour	\$62.00
Multi-Purpose Room Birthday Party	2 Hours	\$87.00

Description of Service Leisure Services Fees & Charges	Units	2025 Fees
Pool		
Swimming Lessons	Units	
Swimming Lessons (Red Cross Preschool – Level 10)	/ Set	\$64.00
Private Swimming Lessons (5 - 30 minute Lessons)	/ Set	\$123.00
Semi – Private Swimming Lessons (5 – 30 minute Lessons)	/ Set /Child	\$92.00
School Swimming Lessons (45 minute Lessons)	/ Instructor	\$39.00
Lifeguard Training Course	/ Course	\$53.00
Lifesaving Society – Bronze Medallion	/Course	\$192.00
Lifesaving Society – Bronze Cross	/Course	\$192.00
Red Cross Babysitting Training Course	/Course	\$53.00
Red Cross First Aid and CPR C	/ Course	\$153.00
First Aid Recertification	/Course	\$90.00
Private Pool Rental		
Minor Swim Club Rental (Eels, Sharks, Mermaids)	/ Hour	\$126.00
Pool Extras		
Additional Life Guards	/ Lifeguard	\$60.00
WiBit Rental		\$60.00
Fish Bowl	/Hour	\$28.00
Birthday Party		
Package A – Public Swim (1 – 14 People)	2 Hours	\$52.00
Package B – Public Swim (15 0- 20 People)	2 Hours	\$72.00
Package C – Public Swim (21 – 25 People)	2 Hours	\$87.00
Private Pool Party (1 – 30 People)	2 Hours	\$182.00

Description of Service Cemetery Services Fees & Charges	Units	2025 Fees
Cemetery Lot Purchase		Prices without tax
Full Lot Adult / child (all available sections)	/lot	819.00
Infant Lot (section 10 only)	/ lot	490.00
Columbarium Niche (top four rows)	/ niche	2670.00
Columbarium Niche (bottom two rows)	/ niche	2336.00
Columbarium Gardens Memorial Stone		490.00
Columbarium Gardens Single lot (1m x 1m)	/lot	490.00
Columbarium Gardens Double lot (1m x 1.5 m)		567.00
Interment		
Interment – Summer Weekday (April 15 – Oct 15)		
Ash(Ground lot or Niche – (Adult /Child/Infant)	/ lot or niche	227.00
Full Burial – Child / Infant		454.00
Full Burial – Adult		741.00
After 4:00 pm Burial Fee	/ hour	130.00
Ash (Ground lot or Niche – Adult/Child/Infant	/ lot or niche	271.00
Full Burial – Child/ Infant		649.00
Full Burial – Adult		908.00
Interment –Winter Weekday (Oct 16 – April 14)		
Ash (Ground lot or Niche – Adult /Child/Infant)	/lot or niche	325.00
Full burial – Child / Infant		653.00
Full burial – Adult		967.00
After 4:00 pm Burial Fee	/hour	130.00
Interment – Winter Holiday / Weekend		
Ash (Ground lot or Niche – Adult/Child/Infant)		389.00
Full Burial – Child/Infant		778.00
Full Burial - Adult		1106.00
Disinterment (Summer weekday only service)		
Removal of Human Remains		2160.00
Removal of Cremated Remains (Columbarium Niche)		227.00
Removal of Cremated Remains (Ground Lot)		315.00
Administration Fees		
Staking Permits – monument placement		37.00
Return / transfer of Cemetery lot rights		60.00

Site specific requested work (hourly rates on actuals)