

2025 TO 2027 FEES & CHARGES

BY-LAW 5-2013 SCHEDULE “A”

Public Works

Equipment rates

Equipment rates are per hour, plus personnel hourly rate, unless otherwise stated. Minimum of one (1) hour will be charged. All equipment must be operated by a Town of Ste. Anne Employee.

Equipment	2025	2026	2027
Sweeper	\$135.00	\$139.00	\$143.00
Steamer	\$105.00	\$108.00	\$111.00
Sewer Truck	\$141.00	\$145.00	\$150.00
Grass Mower	\$110.00	\$113.00	\$116.00
Skid Steer	\$120.00	\$124.00	\$128.00
Tractor	\$105.00	\$108.00	\$111.00
Sanding Truck	\$125.00	\$129.00	\$133.00
- Sand	Actual Cost		
Grader - Summer Rate	\$200.00	\$205.00	\$212.00
Grader - Winter Rate	\$300.00	\$308.00	\$317.00
- Wing	10% of Total Rental Fee	10% of Total Rental Fee	10% of Total Rental Fee
Garbage Truck	\$210.00	\$217.00	\$223.00
Branch Truck	\$160.00	\$165.00	\$170.00
½ Ton Trucks	\$65.00	\$67.25	\$69.50
Loader	\$140.00	\$144.00	\$148.00
Dump Truck	\$130.00	\$134.00	\$138.00
Other Equipment or Public Works related Services	As determined by Administrative Staff		
Personnel	\$40.00	\$41.25	\$42.50

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Building Permits

Building Permit Fees

Permit Fees are calculated per square foot unless otherwise indicated. Plumbing and Inspections fees are not included in the fees below, and will be in addition as required.

	2025	2026	2027
Minimum Permit Fee	\$125.00	\$130.00	\$130.00
Residential Buildings			
a. Main Floor plus Attached Garage	\$0.50	\$0.55	\$0.55
b. Accessory Buildings Over 120 sq. ft.	\$0.50	\$0.55	\$0.55
c. Gazebos & Sunrooms	\$0.50	\$0.55	\$0.55
d. Open or Enclosed Decks	\$100	\$100	\$100
e. Portable & Detached Garages	\$0.50	\$0.55	\$0.55
f. Existing dwellings relocated	\$0.50	\$0.55	\$0.55
g. Separate Foundations/Basements	\$0.45	\$0.50	\$0.50
h. Basement Only Finishing/Renovations	\$125	\$125	\$125
i. Additions	\$0.45	\$0.50	\$0.50
j. Renovations	\$0.45	\$0.50	\$0.50
k. Repairs/Rebuilds due to Fire	\$0.40	\$0.45	\$0.45
l. Fences	No Charge	No Charge	No Charge
m. Ready to Move Homes Built within Town	\$0.50 + \$2500 Deposit	\$0.55 + \$2500 Deposit	\$0.55 + \$2500 Deposit
n. Ready to Move Homes Built outside Town	\$0.75 + \$2500 Deposit	\$0.80 + \$2500 Deposit	\$0.80 + \$2500 Deposit
Commercial/Industrial Buildings			
a. Building Value between \$0 and \$250,000	1% of value	1% of value	1% of value
b. Buildings over \$250,000 in Value	0.6% of value	0.6% of value	0.6% of value

* All Part 3 Buildings are subject to additional fees.

Plumbing Permit Fees

	2025	2026	2027
Minimum Residential Permit Fee	\$75.00	\$80.00	\$80.00
Minimum Multi-Family Permit Fee	\$125.00	\$134.00	\$134.00
Minimum Commercial Permit Fee	\$150.00	\$160.00	\$160.00
Fixtures including floor drains (per fixture)	\$15.00	\$17.00	\$17.00
Grease, Oil or Grit Interceptor (per fixture)	\$35.00	\$40.00	\$40.00

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Lot Grading Permit and Deposit Fees

Permit Fee	2025	2026	2027
Residential Single Family	\$100.00	\$110.00	\$110.00
Residential Two Family	\$100.00	\$110.00	\$110.00
Multi Family (3 or more units)	\$150.00	\$165.00	\$165.00
Commercial/Industrial	\$200.00	\$220.00	\$220.00
Refundable Deposit	2025	2026	2027
Residential Single Family	\$1,500.00	\$1,500.00	\$1,500.00
Residential Two Family	\$3,000.00	\$3,000.00	\$3,000.00
Multi Family (3 or more units), to a maximum of \$10,000	\$750.00 per Unit	\$750.00 per Unit	\$750.00 per Unit
Commercial/Industrial	\$5,000.00	\$5,000.00	\$5,000.00

** The fees per lot include setting culvert elevation where required. The Town of Ste. Anne does not pay any interest on Lot Grading Refundable Deposits.

Excavation Permit Fees

	2025	2026	2027
Excavation Work on Town Property	\$150.00	\$165.00	\$165.00

The Town of Sainte-Anne does not pay any interest on Excavation Refundable Deposits.

Sign Permit Fees

	2025	2026	2027
Facia Sign	\$75.00	\$75.00	\$75.00
Free Standing Sign	\$75.00	\$75.00	\$75.00
Roof Sign	\$75.00	\$75.00	\$75.00
Projecting Sign	\$75.00	\$75.00	\$75.00
Awning, Canopy, Marquee Sign	\$100.00	\$100.00	\$100.00
Other Types of Signs	\$100.00	\$100.00	\$100.00
Mobile Sign (Maximum 6 months)	\$10.00 per Month	\$15.00 per Month	\$15.00 per Month

Permit Refund

Whenever a permit is revoked or voluntarily surrendered prior to commencement:

	2025	2026	2027
Less than 2 months of date Permit issued	Permit Fee less 20%	Permit Fee less 20%	Permit Fee less 20%
Within 2-6 months of date Permit issued	Permit Fee less 35%	Permit Fee less 35%	Permit Fee less 35%
After 6 months of date Permit issued	Permit Fee less 50%	Permit Fee less 50%	Permit Fee less 50%

Penalty Fees

Where a permit has not been obtained prior to the actual work, through neglect, or some other reason, the fees shall be **TWO TIMES THE NORMAL RATE.**

Should a permit not be obtained within a month of notice given to property owner to obtain a permit, the fees shall be **THREE TIMES THE NORMAL RATE,** and any Deposits shall be only refundable at 50%.

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Occupancy Permit Fees

	2025	2026	2027
Where a Building Permit is not Required	\$77.00	\$79.00	\$81.00
Interim Occupancy Permit	\$103.00	\$106.50	\$110.00
Temporary Occupancy Permit (Maximum 1 year)	\$103.00	\$106.50	\$110.00
Occupancy Permit	\$129.00	\$133.00	\$137.00
Change in Occupancy	\$75.00	\$77.00	\$79.00
Copy of Occupancy Permit	\$25.00	\$25.00	\$25.00

Inspection Fees

Inspection fees listed below are for inspections done by the Town itself, and not inspections services through the City of Steinbach. Inspections by City of Steinbach will be charged at the actual costs, including but not limited to inspection fees, plan reviews and mileage.

	2025	2026	2027
Inspection Fee	\$77.00	\$79.00	\$81.00
Inspection of Building/Structure where no Permit required	\$55.00	\$56.50	\$58.00
Pre-Inspection Fee	\$150.00	\$155.00	\$160.00
Re-Inspection Fee	\$100.00	\$102.50	\$106.00
Outside Town's Regular Hours of Business	\$112.50	\$116.00	\$120.00
Renovations Inspection	\$45.00	\$46.50	\$47.75
Missed Inspection	\$200.00	\$205.00	\$212.00
Work not Completed or Covered at time of Inspection	\$90.00	\$93.00	\$96.00
Additional Inspections (per inspection)	\$52.50	\$54.00	\$55.50

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Planning and Development Fees

** Actual Costs can include the Town’s costs for Legal Fees, Advertising Fees, Mailing Costs, Administration Fees and other fees at the actual cost to the Town of Ste. Anne.

	2025	2026	2027
Re-Zoning Amendments	\$500.00 + Actual Costs	\$500.00 + Actual Costs	\$525.00 + Actual Costs
Development Plan Amendments	\$500.00 + Actual Costs	\$500.00 + Actual Costs	\$525.00 + Actual Costs
Conditional Uses			
a. Application Fee	\$425.00 + Actual Costs	\$450.00 + Actual Costs	\$475.00 + Actual Costs
b. After Commencement	\$1,000.00 + Actual Costs	\$1,025.00 + Actual Costs	\$1,050.00 + Actual Costs
c. Extensions (if required)	\$150.00/year	\$150.00/year	\$150.00/year
Variance Orders			
a. Variance	\$400.00 + Actual Costs	\$425.00 + Actual Costs	\$450.00 + Actual Costs
b. Minor Variance	\$150.00	\$175.00	\$200.00
c. After Commencement	\$1,000.00 + Actual Costs	\$1,025.00 + Actual Costs	\$1,050.00 + Actual Costs
d. After Commencement Minor Variance	\$500.00	\$525.00	\$550.00
e. Extensions (if required)	\$150.00/year	\$150.00/year	\$150.00/year
Subdivision Applications	No Charge	No Charge	No Charge
Secondary Plans Amendments	\$1,000.00 + Actual Costs	\$1,000.00 + Actual Costs	\$1,000.00 + Actual Costs
Right-of-Way Applications	\$500.00 + Actual Costs	\$500.00 + Actual Costs	\$500.00 + Actual Costs
Public Reserve Opening or Closing	\$500.00 + Actual Costs	\$500.00 + Actual Costs	\$500.00 + Actual Costs
Road Opening or Closing	\$500.00 + Actual Costs	\$500.00 + Actual Costs	\$500.00 + Actual Costs
Renaming of Street	\$1,000.00 + Actual Costs	\$1,000.00 + Actual Costs	\$1,000.00+ Actual Costs
Development Agreements	Actual Costs	Actual Costs	Actual Costs

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Finance and Administration

Photocopies & Fax

	2025	2026	2027
Black & White Copies	\$0.35 per Page	\$0.45 per Page	\$0.55 per Page
Colour Copies	\$0.60 per Page	\$0.70 per Page	\$0.80 per Page
Printed Copy of Building By-Law	\$50.00	\$50.00	\$50.00
Printed Copy of Development Plan By-Law	\$75.00	\$75.00	\$75.00
Printed Copy of Zoning By-Law	\$75.00	\$75.00	\$75.00
Printed Copy of Other By-Laws	\$30.00	\$30.00	\$30.00
Printed Copy of Minutes	\$10.00	\$10.00	\$10.00
Fax Sent Locally	\$1.00 for first page, \$0.25 each additional page	\$1.00 for first page, \$0.25 each additional page	\$1.00 for first page, \$0.25 each additional page
Fax Sent Long Distant	\$2.00 for first page, \$0.25 each additional page	\$2.00 for first page, \$0.25 each additional page	\$2.00 for first page, \$0.25 each additional page

Licenses

	2025	2026	2027
Lottery License	Service Not Provided		
Non-Transferable Animal License (One Time Fee)	\$10.00	\$10.00	\$10.00
Replacement Animal License Tag	\$5.00	\$5.00	\$5.00
Mobile Business License	\$150.00 per Year \$25.00 One-time	\$150.00 per Year \$25.00 One-time	\$150.00 per Year \$25.00 One-time

Utilities

	2025	2026	2027
Utility Bill Copy	\$1.00 per Bill	\$1.50 per Bill	\$2.00 per Bill
Utility Account Penalty	1.25% per Month	1.25% per Month	1.25% per Month
Transferring Utility Charges to Tax Roll	\$10.00	\$10.00	\$10.00
Transferring Payments from Tax Roll to Utility Roll	\$2.00 per occurrence	\$2.00 per occurrence	\$2.00 per occurrence
N.S.F. Fee	\$50.00	\$50.00	\$50.00

Taxes

	2025	2026	2027
Tax Certificates	\$50.00	\$50.00	\$50.00
Tax Information Requests	\$30.00	\$30.00	\$30.00
Tax Statement Printed Copy	\$2.00 per Roll	\$2.00 per Roll	\$2.00 per Roll
Tax Penalty	Per Tax Levy By-Law	Per Tax Levy By-Law	Per Tax Levy By-Law
N.S.F. Fee	\$50.00	\$50.00	\$50.00
Tax Sale Fee (Per Roll)	Actual Costs + Admin Fee	Actual Costs + Admin Fee	Actual Costs + Admin Fee
Board of Revision Application	No Charge	No Charge	No Charge

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General Administrative

	2025	2026	2027
Administrative Fee (Unless otherwise stated)	\$50.00	\$50.00	\$50.00
Zoning Memorandum	\$100.00	\$115.00	\$125.00
Zoning Letter	\$50.00	\$60.00	\$75.00
Accounts Receivable	1.25% per Month	1.25% per Month	1.25% per Month
a. If account is 60 days outstanding, it is to be transferred to Tax Roll (if applicable)	\$50.00 Admin Fee	\$50.00 Admin Fee	\$50.00 Admin Fee
b. If account is outstanding for 61 days or more	\$25.00 Surcharge	\$25.00 Surcharge	\$25.00 Surcharge
FIPPA Requests Fees			
- Search and Preparation	\$15.00 per each Half-hour in excess of 2 hours	\$15.00 per each Half-hour in excess of 2 hours	\$15.00 per each Half-hour in excess of 2 hours
- Copying (made by Photocopier or Computer Printer)	\$0.20/page	\$0.20/page	\$0.20/page
- Copying (made from a micro printer)	\$0.50/page	\$0.50/page	\$0.50/page
- Copying (other method of providing copies)	Actual Costs	Actual Costs	Actual Costs
- Copying of applicant's personal information	Free if total copying fee is less than \$10.00	Free if total copying fee is less than \$10.00	Free if total copying fee is less than \$10.00
- Computer Programming & Data Processing (Internal)	\$10.00 per each 15-minutes	\$10.00 per each 15-minutes	\$10.00 per each 15-minutes
- Computer Programming & Data Processing (External)	Actual Cost	Actual Cost	Actual Cost
Heritage Building Application	\$1,500.00 + Actual Costs	\$1,500.00 + Actual Costs	\$1,500.00 + Actual Costs
Caveat Discharge	\$50.00	\$50.00	\$50.00
Land Titles (Property Title or Search)	Actual Costs	Actual Costs	Actual Costs
Civic Address Change	\$100.00 per Lot or Unit	\$100.00 per Lot or Unit	\$100.00 per Lot or Unit
Mileage Fee	Per Council Indemnities By-Law or As Indicated	Per Council Indemnities By-Law or As Indicated	Per Council Indemnities By-Law or As Indicated

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Fire Department

Fire Inspections

	2025	2026	2027
Single and Two-Family Dwellings	\$50.00 per Hour	\$50.00 per Hour	\$50.00 per Hour
Multi Family Dwellings	\$75.00 per Hour	\$75.00 per Hour	\$75.00 per Hour
Commercial and Industrial	\$100.00 per Hour	\$100.00 per Hour	\$100.00 per Hour

Other Fees

	2025	2026	2027
Fire Pumper / Engine	\$600.00 per Hour	\$600.00 per Hour	\$600.00 per Hour
Fire Tanker / Tender	\$500.00 per Hour	\$500.00 per Hour	\$500.00 per Hour
Fire Rescue / Extrication	\$400.00 per Hour	\$400.00 per Hour	\$400.00 per Hour
Fire Brush Truck	\$200.00 per Hour	\$200.00 per Hour	\$200.00 per Hour
Fire Chief Vehicle	\$150.00 Flat Fee	\$150.00 Flat Fee	\$150.00 Flat Fee
Fire Officer Manpower (Per Officer)	\$42.50 per Hour	\$45.00 per Hour	\$47.50 per Hour
Firefighter Manpower (Per Firefighter)	\$37.50 per Hour	\$40.00 per Hour	\$42.50 per Hour
Mileage	\$0.50 per KM	\$0.50 per KM	\$0.50 per KM
False Alarms (2 or more per Calendar Year)	\$500.00 per False Alarm	\$500.00 per False Alarm	\$500.00 per False Alarm
Motor Vehicle Collision Basic Call	Per MPI Rates	Per MPI Rates	Per MPI Rates
Motor Vehicle Collision Complex Call	Per MPI Rates	Per MPI Rates	Per MPI Rates

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Recreation

Arena and Curling Facilities

GST is applicable to all categories listed below

	2025	2026	2027
Arena Ice Rentals (September to August)			
Standard Ice Rate - Per Hour	\$180.25	\$185.65	\$191.21
Ste. Anne Minor Hockey Rate - Per Hour	\$149.35	\$153.83	\$158.44
School and Daycares - Per Day	\$85.00	\$87.55	\$90.18
Arena and Curling Advertisement (Charged per Year; September to August)			
4'x8' Sign in Arena or Curling	\$210.00	\$216.30	\$222.79
3'x8' Visible In-Board in Arena	\$515.00	\$530.45	\$546.36
3'x8' Less Visible In-Board in Arena	\$260.00	\$267.80	\$275.83
Side of Zamboni	\$525.00	\$540.75	\$556.97
Front of Zamboni	\$315.00	\$324.45	\$334.18
Combo - 4'x8' Signs in Arena and Curling	\$315.00	\$324.45	\$334.18
Arena Upper Dressing Room Sponsor (3-year term)	\$300.00	\$309.00	\$318.27
Arena Basement Dressing Room Sponsor (3-year term)	\$250.00	\$257.50	\$265.23
Curling Club Facility Lease			
October 1 st to March 31 st	\$45,000 plus Actual Costs	\$46,350 plus Actual Costs	\$47,740 plus Actual Costs
Rental of Facilities (Summer Months)			
Arena or Curling Facility Private or Public Event (max. 30 people)	\$100.00 per day + \$300 Deposit	\$110.00 per Day + \$300 deposit	\$110.00 per Day + \$300 deposit
Arena Lobby for small event (Maximum 5-hour Rental)	\$75.00 per hour	\$75.00 per hour	\$75.00 per hour
Arena or Curling Facility for Evening Events	\$800.00 per day + \$1,000.00 deposit	\$900.00 per day + \$1,200.00 deposit	\$900.00 per day + \$1,200.00 deposit
Dawson Trail Days Weekend (Full Complex)	\$2,000.00	\$2,000.00	\$2,000.00

Soccer and Baseball Fields

	2025	2026	2027
Soccer Sainte-Anne Association	\$1,000.00 per season	\$1,100.00 per season	\$1,250.00 per season
Local Adult Baseball Leagues	\$1,200.00 per season	\$1,300.00 per season	\$1,400.00 per season
Sainte-Anne Minor Baseball	\$1,000.00 per season	\$1,100.00 per season	\$1,200.00 per season
Outside Baseball Team - Practice	\$75.00 per day	\$80.00 per day	\$80.00 per day
Outside Baseball Team - Game	\$125.00 per day	\$130.00 per day	\$130.00 per day