

**BY-LAW NO. 25-20**

**- of -**

**THE RURAL MUNICIPALITY OF SPRINGFIELD**

---

Being a By-Law of the Rural Municipality of Springfield to revise and update the fees payable to the RM of Springfield for municipal services rendered under the authority of The Municipal Act, The Planning Act and the by-laws of the municipality.

---

**WHEREAS** the Council of the Rural Municipality of Springfield deems it advisable to include in one By-law the fees and charges payable to the municipality for certain services rendered by officers and employees of the municipality.

**THEREFORE BE IT RESOLVED** that the council of The Rural Municipality of Springfield, in open meeting assembled, enacts as follows:

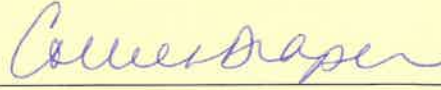
1. THAT this by-law shall be known as the Fees and Charges By-law.
2. THAT the fees and charges payable to the Rural Municipality of Springfield for services rendered by officers and employees of the municipality shall be as set out in Schedule "A", effective third reading, and will be applied to the fiscal year 2026.
3. THAT Council from time to time, by resolution, may amend the schedule attached to this by-law.
4. THAT the fees and charges set out in the schedule attached to this by-law shall take precedence over any other by-law.
5. THAT any unpaid fees or charges owed to the Rural Municipality of Springfield by any taxpayer including any penalties related thereto as well as any fines imposed on the taxpayer may be added to the taxes of the said taxpayer and may be collected or enforced in the same manner as a tax as defined by the Municipal Act, L.M. 1996 c. 58.
6. THAT By-Law 25-04 is hereby rescinded.

DONE AND PASSED as a by-law of The Rural Municipality of Springfield assembled in Oakbank, in Manitoba, this 13<sup>th</sup> day of January, A.D. 2026.



---

Patrick Therrien  
Mayor



---

Colleen Draper  
Chief Administrative Officer

READ a first time this 16<sup>th</sup> day of December, A.D. 2025.  
READ a second time this 13<sup>th</sup> day of January, A.D. 2026.  
READ a third time this 13<sup>th</sup> day of January, A.D. 2026.

**Schedule "A" to By-law No. 25-20**  
**General Administration Services**

<b><u>Tax and Utilities</u></b>	
Tax Certificates	\$40.00
Property Search	\$30.00
Tax Penalties	1.25% monthly
Tax Sale Notification	\$50.00
Returned Cheque Policy	\$25.00 1 <sup>st</sup> offence
	\$30.00 2 <sup>nd</sup> offence
	\$40.00 3 <sup>rd</sup> offence

<b><u>General Office</u></b>	
Lottery License	1% of value of prizes
Photocopies	\$0.20 page
Record Search	\$35.00/hour, plus copying and printing charges (minimum 1 hour charge)
Colored RM Maps	\$5.00
Waste Transfer Station Card Replacement	\$20.00
Land Leases – Lease payment plus annual property taxes	\$3.00 per acre (pasture land, marginal pasture, bush) \$35.00 per acre (farmable/Cultivated land)
Aggregate Mining License	\$200.00
Aggregate Transport License	\$200.00
Credit Card Transaction Fee	Current rate of service provider
Board of Revision Residential Filing Fee	\$50.00 per roll number
Board of Revision Commercial Filing Fee	\$100.00 per roll number
**Board of Revision Filing Fees are non-refundable, including withdrawals. Applications must include the correct payment amount to be considered received. **	

**Planning & Development**

<b><u>Building &amp; Development Permits</u></b>	
<b><u>Single Family Dwellings, Multi-Family Dwellings &amp; Cottages</u></b>	
Changes or Revisions to plan	\$175.00
New Construction, Additions & Secondary Suites	\$0.55 square foot
Attached Garages	\$0.40 square foot
Mobile Homes, Modular Homes & RTM's (Foundation Only)	\$0.40 square foot

Foundation Repairs	\$400.00
Rebuild or Repairs due to Fire	*Regular Permit Fees
Wood Stove & Fireplace Installation	\$175.00
Major Renovations (interior & exterior)	\$400.00
Minor Renovations (basement finishing etc.)	\$200.00
Change-in-Use	\$150.00
Work not ready for inspection at the time requested	\$125.00
Work has been covered and inspector is unable to perform or complete the required inspection as per the conditions of the issued permit	\$750.00 plus Engineer Report Costs
Each inspection of an installation made after the Permittee has been notified of defects in the installation and where upon such subsequent re-inspection it is found that the defects have not been remedied	\$250.00
Additional inspections above the allotted number of inspections	\$250.00
Confirmation Letter – Building Permit Closed	N/C

#### **Accessory Buildings & Structures**

Base Permit Fee	\$100.00 plus regular permit fees
New construction & Additions	\$0.40/square foot
Buildings less than 100 square feet which do not create a hazard	N/C
Minor Renovations	\$200.00
Major Renovations	\$400.00
Swimming pools (above ground pools & hot tubs)	\$200.00
Swimming pools (in ground)	\$200.00
Soft sided pools holding less than 2420 liters of water	\$80.00
Decks, porches, sunrooms, gazebos	\$200.00
Wind Turbine, Wind Mill or similar structure (on a structural foundation)	\$125.00
Change-in-Use	\$100.00

#### **Moving or Relocation Permits (whole or in part)**

Mobile Homes (CSA Z-240 standard)	\$175.00 plus mileage
Single Family Dwelling (within municipality)	\$175.00
Single Family Dwelling (inspections required outside municipality)	\$400.00 plus mileage
Accessory Buildings & Structures (within municipality)	\$100.00

Wheelchair Ramps or Lifts	N/C
Accessory Buildings & Structures (inspection required outside municipality)	\$200.00 plus mileage
Commercial & Industrial Buildings (within municipality)	\$300.00
Commercial & Industrial Buildings (inspection required outside municipality)	\$600.00 plus mileage

#### **Demolition Permits (whole or in part)**

Any type of structure	N/C
-----------------------	-----

#### **Plumbing Permit**

Fixture Drain	\$20.00 each
Floor Drain	\$20.00 each
Grease, oil, mud, sand or other interceptor	\$60.00 each
Minimum charge for plumbing permit	\$125.00
<p>Any building or structure erected prior to the issuance of a permit will be subject to two (2) times the permit fees by the Development Officer or up to four (4) times the permit fees by Resolution of Council.</p> <p>Whenever a permit is revoked under the provision of the building by-law, no portion of the permit fee shall be refunded.</p> <p>Any building or structure classified Temporary shall be the set rate listed above for said building or structure divided by 1/24 and multiplied by the number of months the structure will remain on the site. (permit fee(s) x 1/24 x number of months (max. months of 12))</p> <p>Permit refunds will apply when the permit is requested in writing to be cancelled which will be subject to a 25% or a minimum \$100.00 administration fee.</p> <p>The Department Head of the Planning &amp; Development Department may in special circumstances waive, reduce, adjust or grant a refund of all or part of the fee(s) and/or levies.</p> <p>*Applicants can request fees be waived in the event of a fire. Lot Grade fees will still apply.*</p> <p>Additional Inspections (above the allotted number of inspections) related to a development or building permit during regular municipal working hours \$80.00 per site visit.</p> <p>Any building or structure erected prior to the issuance of a permit will be subject to two (2) times the permit fees by the Development Officer or up to four (4) times the permit fees by Resolution of Council.</p>	



**Part 9 Structures (Excluding Dwelling Units)**

Site Development	\$175.00
New construction & additions – Part 9	\$0.75 square foot
Site Development	\$85.00
Barns/Stables	\$0.30/square foot
Riding Arenas	\$0.48/square foot
Farm Storage (excluding granaries/Silos)	\$0.30/square foot
Renovations	\$500.00
Rebuild or Repairs due to Fire	*Regular Permit Fees
Occupancy Permit	\$175.00
Interim Occupancy Permit	\$150.00 plus \$2,000 deposit
Occupancy Permit for change in Occupancy only (no building permit issued)	\$125.00
Change-in-Use	\$150.00

**Part 3 Structures**

Base Fee	\$750.00
Plus Area Fee:	
Group A – Assembly Occupancy	\$1.70/square foot
Group B – Care, Treatment or Detention Occupancy	\$2.30/ square foot
Group C – Residential Occupancy	\$1.40/square foot
Group D – Business & Personal Services Occupancy	\$1.50/square foot
Group E – Mercantile Occupancy	\$1.10square foot
Group F1 – Industrial Occupancy	\$1.50/square foot
Group F2 – Industrial Occupancy	\$1.10/square foot
Group F3 – Industrial Occupancy	\$1.00/square foot
Group G1 – High Hazard Agricultural	\$1.50/square foot
Group G2 – Not Classified Elsewhere	\$1.00/square foot
Group G3 – Greenhouse Agriculture	\$1.00/square foot
Group G4 – Agriculture Occupancies (No human occupants)	\$1.00/square foot
Occupancy Permit	\$300.00
Interim Occupancy Permit	\$150.00 plus \$5,000 deposit
Occupancy Permit for change in Occupancy only (no building permit issued)	\$100.00
Special & Unusual Structures – as Determined by Development Officer	1% of the first \$1 million in the value of work, and 0.6% of the remaining value of work, when the total value of the work exceeds \$1 million
Change-in-Use	\$300.00

**Plumbing Permit – Part 3 Structures**

Fixture Drain	\$35.00 each
Floor Drain	\$35.00 each
Grease, oil, mud, sand or other interceptor	\$75.00
Minimum charge for plumbing permit	\$200.00

Any building or structure erected prior to the issuance of a permit will be subject to two (2) times the permit fees by the Development Officer or up to four (4) times the permit fees by Resolution of Council.

**Driveway Access Permit**

Driveway Access Permit	\$183.00
Extension or modification of existing driveway Access	\$131.00
Temporary Driveway Access (seasonal, and must be removed no later than October 31 <sup>st</sup> of that year)	\$84.00 plus Letter of Credit or Deposit amount for reclamation to natural state as per designated officer

**Lot Grading Permit****Includes lot grade for structure & final lot grade inspection)**

Lot Grade Permit (includes final Lot Grade)	\$700.00
Lot Grade Permit for accessory buildings greater than 200 sq. ft. (includes final lot grade)	\$400.00
Lot Grade Permit for accessory buildings 200 sq. ft. or less and/or with a wood floor	Not required
Additional request for lot grades	\$175.00 per additional site visit

**Sewer & Water Permit & Meter**

Sewer Connection	\$5.00
¾" Meter Size	\$1,275.00
1" Meter Size	\$1,350.00
1.5" Meter Size	\$2,700.00
2" Meter Size	\$4,250.00
Low-Pressure Sewer Permit	\$200.00

Fees include cost of meter, backflow prev., angle valve, tail piece, flange kit, GST, service inspection costs, meter inspection costs and administration fees.

**Civic Addressing**

New Reflective ½ Blade (with numbering)	\$30.00
New Full Reflective Blade (with numbering)	\$50.00
Post	\$40.00
Installation of Blade and/or Post	\$275.00

**Sign Permits**

Mobile Signs	\$40.00 per sign/per month
All Other Signs	\$150.00
Temporary Mobile Sign Permits	N/C
Replacement of sign inserts	N/C

**Planning Fees Various**

Multiple Zoning Variance (1-4 Lots)	\$500.00
Multiple Zoning Variances (5-20 Lots)	\$2,000.00
Multiple Zoning Variances (over 20 lots)	\$2,500.00
Minor Variance by Development Officer	\$250.00
Conditional Use	\$500.00
Zoning By-law Amendment (Rezoning)	\$2,500.00 (plus advertising costs)
Development Plan Amendment	\$4,500.00 (plus advertising costs)
Street Name Change	\$1,000.00 (plus advertising costs)
Removal of Building Restriction Agreement	\$200.00 plus legal & consulting fees
Zoning Agreement Amendment	\$400.00 plus legal & consulting fees
Development Agreement Amendment	\$400.00 plus legal & consulting fees
Secondary Plan Amendment (Same process as Rezoning)	\$3,500.00 (plus advertising costs)

**Subdivision (Fees and Levies)**

Pre-application meeting	N/C
Subdivision Application Fee	\$350.00
Administrative Fee	\$325.00 per lot or unit within subdivision
Development Agreement, Servicing Agreement, Zoning Agreement and related documents	\$765.00 plus actual costs for legal, consulting, engineering & advertising costs, plus \$10,000.00 Deposit
Road Closing or Opening By-law	\$275.00 plus actual costs for legal, consulting, engineering & advertising costs
West Pine Ridge Plan Cost Recovery	\$141.25 per lot



Oakbank South Plan Cost Recovery	\$55.00 per acre
Capital Lot Levy for Emergency Services, Transportation Services, Environmental Health, Recreation & Cultural Services)	\$1,500.00 per lot or unit within subdivision
Capital Contribution Levy (for the fully serviced settlements of Oakbank, Dugald & Anola to maintain street lighting, street paving, sidewalks, storm sewers & drainage swales)	\$1,500.00 per lot or unit within subdivision
Capital Water Levy (for the fully serviced settlements of Oakbank, Dugald & Anola towards water supply and treatment & distribution) <i>***A supplemental Water Capital Levy REU equivalent calculation on all "non Single-Family Dwelling Unit (SFD)" properties (outside of any Development Agreement(s)) will be applied at the time of Building Permit Application to calculate the new equivalent REU value on said property. Properties with an REU equivalent greater than 1.0 REU will pay the current Water Capital Levy on the difference.***</i>	\$9,250.00 per Residential Equivalent Unit (REU) per lot or unit within subdivision
Capital Sewer Levy (for the fully serviced settlements of Oakbank, Dugald & Anola towards sanitary sewers, treatment & collection) <i>***A supplemental Sewer Capital Levy REU equivalent calculation on all "non Single-Family Dwelling Unit (SFD)" properties (outside of any Development Agreement(s)) will be applied at the time of Building Permit Application to calculate the new equivalent REU value on said property. Properties with an REU equivalent greater than 1.0 REU will pay the current Sewer Capital Levy on the difference.***</i>	\$6,250.00 per Residential Equivalent Unit (REU) per lot or unit within subdivision
Capital Signalization/Traffic Control Levy (for the fully serviced settlements of Oakbank, Dugald & Anola towards signalization/traffic control within the Municipality)	\$350.00 per new lot or unit within subdivision
Rural Wastewater Levy (lots not able to be connected to the Municipal sanitary sewer system, enabling capacity within the Municipal lagoon) <i>***A supplemental Rural Wastewater Levy REU equivalent calculation will be applied at the time of Building Permit Application to calculate the new equivalent REU value on said property. Properties with an REU equivalent greater than 1.0 REU will pay the current Rural Wastewater Levy on the</i>	\$2,100.00 per Residential Equivalency Unit (REU) per lot or unit within subdivision

<i>difference.***</i>	
Automated Cart Based System Levy (Units per Lot on the Urban/Rural Awarded Cart Based System Collection Routes) and Subject to Service	\$325.00 per lot or unit within subdivision
Land Dedication Fees	10% of assessed value of land (as per The Planning Act)

### **Licenses**

Commercial & Industrial Business License	N/C – to be placed on the business assessment roll
Home Occupation/Home Industry License (annual review) (no charge for first year if in conjunction with a Conditional Use approval)	\$100.00
Home Occupation/Home Industry License (after July 1)	\$50.00
Transient Trader (Hawker's) License	\$300.00
Auction License	\$40.00 per auction/\$100.00 per year
Reproduction of Business License	\$50.00

### **Special Services – Planning Office**

Photocopying	
8.5"x 11"	\$0.20 per page
11"x 17"	\$0.20 per page
AutoCAD Base Maps, Grey scale aerial photo, Zoning Maps	
8.5"x 11"	\$5.00 per page
11"x 17"	\$10.00 per page
24"x36"	\$30.00 per page
Planning Documents & Correspondence	
Zoning By-law (current)	\$75.00 per document
Zoning By-law (past editions)	\$100.00 per document
Development Plan	\$75.00 per document
Zoning Memorandums	\$125.00
Zoning Letter (verifying permitted land use)	\$100.00
Municipal Due Diligence Letter (verifying land use, outstanding orders, permits, development agreements, variances, conditional uses, etc.)	\$175.00
Civic Address Letter	\$40.00
Record Search	\$35.00/hour, plus copying and

	printing charges (minimum 1 hour charge)
Motor Vehicle Branch –Dealer Permit Letter	\$100.00

### **Building & Development Permit Documents & Correspondence**

Copy of building plans	\$25.00 (plans less than 11"x 17")
Copy of building plans	\$75.00 (plans greater than 11"x 17")

### **Recreation**

The cost of all Recreation programs are based on participant capacity, venue rental fees, program supplies, field trips, instructor fees and staffing requirements.

### **Handi Van**

Individual Medical Appointments	\$30.00
Rental (non-medical)	\$50.00
Loaded km (medical)	\$0.65
Loaded km (non-medical)	\$0.85
Waiting Time	Driver's Hourly Rate

### **Film Permits**

Application submission	\$500.00
Use of Municipal equipment & services	In accordance with the Municipal Fees and Charges Bylaw

## **Protective Services**

### **Police Services**

Special Duty Rates	
Police Constable	\$105.00 hour
Civic Holiday	\$210.00 hour
Police Vehicle	\$75.00 hour

### **Fire Services**

Engine Company (4 Firefighters)	\$525.00 hour
Tanker Company (2 Firefighters)	\$473.00 hour

Rescue (2 Firefighters)	\$437.00 hour
Squad Company (4 Firefighters)	\$411.00 hour
Quad/Trailer (1 Firefighter)	\$327.00 hour
F9 – Fire Chief Truck	\$79.00 hour
Personnel	\$67.00 hour

### **Fire Inspections**

F Type Occupancy	\$500.00
Schools	\$250.00
Churches	\$250.00
Personal Care Homes	\$350.00
Daycares	\$100.00
Residential Care Facility	\$250.00
Restaurants	\$250.00
Bed & Breakfasts	\$250.00
Community Halls	\$150.00
Wedding Facilities	\$250.00
Remedy Order (Compliance Date Extension)	\$150.00
Deficiency Follow-up inspections	\$150.00
Mileage	Current CRA rates

### **Public Works**

Equipment Charge-out Rates	Current Manitoba Heavy Construction Association rates
Labourer Custom Work Rates – Regular	\$42.00 per hour
Labourer Custom Work Rates – Overtime	\$63.00 per hour
Culvert Installation	\$3,150.00 (minimum)
Culvert Extension	\$500.00 base price, \$150.00 per additional metre (450 mm)
Sale of Culvert – Used	½ new cost plus 10%
Culvert Installations and Extensions	Fees for new culvert installations and or culvert extensions shall be determined based on estimated project costs, including required equipment, labour, and materials.
Dust Abatement	Current Supplier Rate
Sand	\$6.00 per cubic yard
Sanding	Equipment rate as above plus \$25.00 cubic yard
GPS Survey Crew	\$104.00 per hour plus vehicle costs
CAD Design & Drafting	\$57.00 per hour
Boundary Road Work	Current Hourly Rates