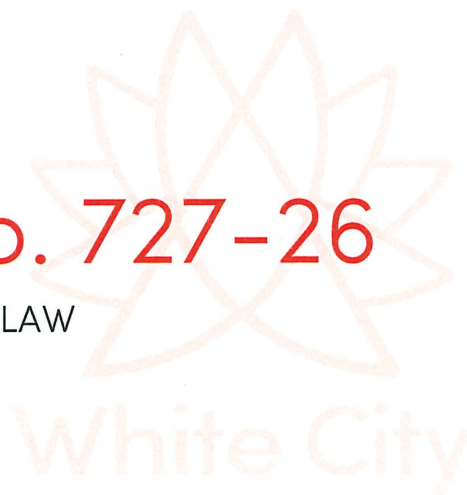


Bylaw No. 727-26

THE PLANNING FEE BYLAW



Adopted by Town of White City Council on June 22, 2026.

Introduced and read a first time on April 27, 2026.

Read a second time on June 22, 2026.

Read a third time on June 22, 2026.

BYLAW NO. 727-26

A BYLAW OF THE TOWN OF WHITE CITY TO PROVIDE FOR ESTABLISHING FEES FOR PLANNING AND DEVELOPMENT SERVICES

Under the authority granted by Section 51 of *The Planning and Development Act, 2007*, the Town of White City in the Province of Saskatchewan, by and with the advice and consent of the Town of White City Council, enacts as follows:

Title

- 1 This bylaw shall be referred to as *The Planning Fee Bylaw*.

Purpose

- 2 The purpose of this bylaw is to set compensation for planning and development services to cover the costs of review and processing of development applications.
- 3 An application shall not be considered complete until all required information, maps, engineering reports have been submitted and development planning fees have been paid in full.

Interpretation

- 4 In this bylaw,
 - (1) **detailed municipal review** means a comprehensive review conducted by the development officer for complex development or subdivision applications requiring significant administrative, planning, legal, or technical analysis, including the preparation of development or servicing agreements and consultation with professional advisor;
 - (2) **development officer** means a member of the Community Planning and Development Department for the Town of White City and, with the consent of the Town Manager, shall be responsible for the administration of this bylaw;
 - (3) **town** means the Town of White City; and
 - (4) **town manager** means the administrator of the municipality appointed pursuant to *The Municipalities Act*.
- 5 Terms used in this bylaw and not defined in this section have the meanings ascribed to them as in *The Planning and Development Act, 2007*.
- 6 Council shall have final interpretation of any term used in this bylaw.

Fee Required

- 7 Any person requesting or applying for planning and development services in accordance with Schedule A, attached hereto and forming part of this bylaw, shall pay the fees listed regardless of approval or denial.
- 8 Applicants shall pay all advertising costs, regardless of approval or denial, associated with zoning bylaw amendments, discretionary use development proposals, special meetings, public meetings, official community plan amendments, and all other advertising costs permitted under legislation.

Detailed Municipal Review

- 9 Where a development or subdivision proposal involves a detailed municipal review, the applicant shall pay all administration costs associated with:
 - (1) review of the comprehensive development proposal or subsequent application, preparation of development agreement, servicing agreement, detailed development conditions, liability insurance, performance bonds, interest registrations, and/or obtaining legal, technical, professional planning and administrative advice; and
 - (2) any other costs authorized by *The Planning and Development Act, 2007*.
- 10 Such costs may be addressed and outlined in Development and Servicing Agreements.
- 11 Detailed municipal review costs are generally associated with more complex multi parcel developments. Review costs will be charged at a rate of \$100.00 per hour and recorded in a detailed logbook summarizing time and costs.
- 12 A deposit of a minimum of \$1,000.00 shall be required in advance of the detailed municipal review.

Waiver of Fees

- 13 Notwithstanding Section 6, the Development Officer is authorized to waive fees applicable to a development application in accordance with Schedule B, attached hereto and forming part of this bylaw.
- 14 Council may in its discretion waive all or part of the administration costs required under a detailed municipal review.

Overdue Accounts

- 15 All town accounts and invoices are due and payable when rendered.
- 16 Overdue accounts and invoices shall bear interest at the rate of 1.5% monthly or 18% per annum, calculated from the first day of the month after the account is overdue.
- 17 Notwithstanding Section 15, the Town Manager or a designated officer shall have the authority to write-off interest charged to a person in error or in cases deemed reasonable by the Town Manager to a maximum of \$500 in accordance with *The Administration Bylaw*, as amended from time to time.

Rationale

- 18 The rationale of fees, required under Subsection 51(2.1) of *The Planning and Development Act, 2007*, is in accordance with Schedule C, attached hereto and forming part of this bylaw.

Provincial and Federal Tax Applicable

- 19 The fees and charges listed in the schedules to this bylaw shall, where applicable, be subject to any applicable provincial and federal taxes.

Severability

- 20 If a court of competent jurisdiction declares any provision, or any part of a provision of this bylaw to be invalid, or to be of no force and effect, it is the intention of Council in enacting this bylaw, that each and every other provision of this bylaw be applied and enforced in accordance with its terms to the extent possible bylaw.

Coming Into Force

- 21 This Bylaw shall come into force on the day of adoption by the Town of White City Council.





Mayor



Town Manager

SCHEDULE A

Planning and Development Application Fees

The following fees exclude Building Permits. Consult the Town for Building Permit fees when required.

Item	Fee
Development Permit Applications	\$100
Temporary Development Permits	\$100
Discretionary Use Applications	\$100
Discretionary Use Applications - Complex	\$500
Zoning Amendment – Single Lot	\$500
Zoning Amendment – Multiple Lot	\$500 + \$50 per additional lot
Contract Zone	\$500
Official Community Plan Amendment	\$2,500
Special Meeting (minimum)	\$500
Development Appeals Board	\$150
Advertising – Local Newspaper	A cost recovery fee will be charged based on current Quad Town Forum pricing
Advertising – Public Notification	\$1.50 per letter sent
Detailed Municipal Review Deposit	\$1,000
Detailed Municipal Review	\$100 per hour

SCHEDULE B

Waiver of Fees Related to Commercial Development in the Town of White City

1. The Development Officer shall waive the charging of development application fees in relation to any official community plan amendment, discretionary use and zoning amendment application(s) for commercial developments that meet the following requirements:
 - (a) the subject property of the application is within the boundaries of the Town of White City or in the process of being annexed into the Town of White City boundaries;
 - (b) for an official community plan amendment application, the proposed amendment is required to allow an applicant to make an application that complies with clauses (c) or (d);
 - (c) for a zoning amendment application, the application must not be solely for a textual amendment to the Town of White City's Zoning Bylaw and must propose rezoning a property(ies) to a different zone that supports commercial land uses that will facilitate economic and business opportunities on the property(ies); and
 - (d) for a discretionary use application, the proposed development must result in commercial land uses that will facilitate economic and business opportunities on the property(ies).

SCHEDULE C

Planning Fee Rationale

The Planning Fee Bylaw prescribes a schedule of fees to be charged for the application, review, advertising, approval, enforcement, regulation, and issuance of development permits, discretionary uses, minor variances, and bylaw amendments in the municipality. This document provides a rationale for the schedule of fees in accordance with subsection 51(2.1) of *The Planning and Development Act, 2007*.

Planning fees are intended to recoup at least a portion of the cost to administer the items listed below. In accordance with *The Planning and Development Act, 2007*, the fees must not exceed the municipality's cost of processing the application or reviewing, advertising, approving, enforcing, regulating, or issuing the items listed below.

The fees presented in *The Planning Fee Bylaw* may be less than the general estimated costs listed in this rationale document. The fees prescribed are an estimate and reflect the average municipal time involved in a review and are not intended to exceed cost-recovery.

Item	Fee	Rationale
Development Permit Applications	\$100	Applications are reviewed for compliance with the Zoning Bylaw and approved by the Development Officer. Approx. 3 hours at \$33/hour
Temporary Development Permits	\$100	Applications are reviewed for compliance with the Zoning Bylaw and approved by the Development Officer. Approx. 3 hours at \$33/hour
Discretionary Use Applications	\$100	Applications are reviewed for compliance with the Zoning Bylaw and approved by the Development Officer. Approx. 3 hours at \$33/hour
Discretionary Use Applications – Complex	\$500	Applications for discretionary uses require additional time and resources for review. In addition to reviewing applications for compliance with the Zoning Bylaw, public notice and presentation to Council for consideration is required. Approx. 10 hours at \$50/hour
Zoning Amendment – Single Lot	\$500	Applications for bylaw textual/map amendments require additional time and resources. Bylaw amendments require public notice and Council adoption. Approx. 10 hours at \$50/hour
Zoning Amendment – Multiple Lot	\$500 + \$50 per additional lot	Applications for bylaw textual/map amendments require additional time and resources. Multi lot amendments are typically more complex and require public notice and Council adoption. Approx. 10 hours at \$50/hour + additional \$50 per lot for complexity

Item	Fee	Rationale
Contract Zone	\$500	Applications for bylaw textual/map amendments require additional time and resources. Contract zones are typically more complex due to site specific regulations and require public notice and Council adoption. Approx. 10 hours at \$50/hour
Official Community Plan Amendment	\$2500	Applications for bylaw amendments require additional time and resources. The amount of time can vary depending on the complexity of the change. Bylaw amendments require public notice, Council adoption and Ministerial approval. Approx. 15 hours at \$150/hour
Special Meeting (minimum)	\$500	Special meetings expedite applications and require a special request of Council requiring additional time and resources. Approx. 5 hours at \$100/hour
Development Appeals Board	\$150	Applications are presented to the Development Appeals Board for consideration. Public notice is required, and the Development Officer is in attendance. Approx. 5 hours at \$30/hour
Advertising – Local Newspaper	A cost recovery fee will be charged based on current Quad Town Forum pricing	Advertising costs are subject to change and may vary.
Advertising – Public Notification	\$1.50 per letter sent	Letters require preparation and postage.
Detailed Municipal Review Deposit	\$1,000	Utilized as collateral to secure payment of fees ahead of the detailed municipal review.
Detailed Municipal Review	\$100 per hour	Detailed municipal reviews are typically more complex and require additional time and resources. In addition to reviewing applications for compliance with the Zoning Bylaw and OCP, amendments may be proposed and presentation to Council for consideration is required.