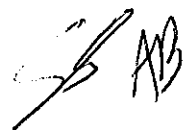


BYLAW NO. 06-2025

A BYLAW OF THE RESORT VILLAGE OF AQUADEO IN THE PROVINCE OF SASKATCHEWAN TO IMPLEMENT A PLANNING AND DEVELOPMENT FEE SCHEDULE

The Council of the Resort Village of Aquadeo, in the Province of Saskatchewan, enacts this bylaw as follows:

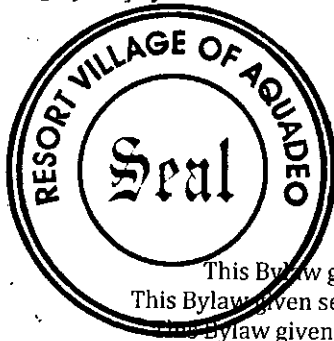
1. This bylaw may be cited as the "Planning and Development Fee Bylaw".
2. In this bylaw, the following definitions apply:
 - a) "Administrator" or "CAO" – shall mean the *chief administrative officer* of the Municipality;
 - b) "Council" – shall mean the Municipal Council of the Resort Village of Aquadeo;
 - c) "Municipality" or "RV" – shall mean the Resort Village of Aquadeo.
3. In accordance with Section 51 of *The Planning and Development Act, 2007*, the Municipality may prescribe a schedule of fees to be charged for the application, review, advertising, approval, enforcement, regulation and issuance, as the case may be, of:
 - a) A development permit;
 - b) A discretionary use;
 - c) A minor variance; and
 - d) An amendment to an official community plan or zoning bylaw.
4. The schedule of fees to be set is included as Schedule 'A' attached hereto and forming part of this bylaw.
5. In accordance with subsection 51(2.1) of *The Planning and Development Act, 2007*, in conjunction with this Bylaw, Council shall adopt a separate document that sets out the rationale for the fees which may, by resolution, be amended or replaced from time to time. This document shall be known as the "Planning and Development Fee Bylaw Rationale Document".

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6. Bylaw No. 06/2018 is hereby repealed.

This bylaw shall come into effect upon the date of approval of Bylaw Nos. 03-2025 and 04-2025 [new Official Community Plan and Zoning Bylaw] by the Minister of Government Relations.

(Seal)



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Mayor

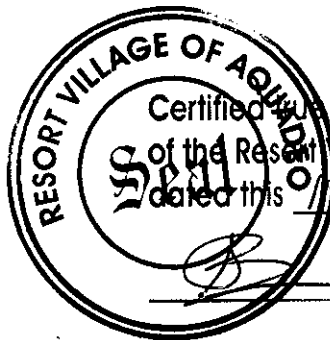
Chief Administrative Officer

This Bylaw given first reading at the August 15, 2025, meeting of Council.
This Bylaw given second reading at the September 19, 2025, meeting of Council.
This Bylaw given third reading at the September 19, 2025, meeting of Council.

This Bylaw given final reading and adopted at September 19, 2025, meeting of Council.

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Chief Administrative Officer



Certified true copy of Bylaw #6/2025
of the Resort Village of Aquadeo,
dated this 17 day of Sept, 2025.

A handwritten signature in black ink, consisting of a large, stylized 'B' followed by a horizontal line.

Administrator

RESORT VILLAGE OF AQUADEO

SCHEDULE "A"

TO BYLAW NO. 06-2025

Planning and Development Fee Schedule (fees include applicable taxes)

Development permits and minor variances

a) Permitted use (excluding situations described in c)).....	\$350.00 ⁽¹⁾
i. Signs.....	\$50.00
b) Discretionary use (excluding situations described in c)).....	\$500.00 ⁽¹⁾
c) Permitted or Discretionary Use where located in area identified for potential hazard, or where provincial development standards are on title.....	\$1000.00
d) Minor variance.....	\$150.00

(1) Permitted and discretionary ancillary or accessory uses requiring permitting under the Zoning Bylaw are subject to the same fee as the principal permitted or discretionary use.

Official Community Plan and Zoning Bylaw Amendments

a) Official Community Plan Textual Amendment	\$500.00
b) Zoning Bylaw Textual Amendment	\$600.00
c) Official Community Plan Future Land Use Map Amendment	\$500.00
d) Zoning Bylaw Map amendments from any Class to:	
i. Class 1	\$500.00
ii. Class 2	\$750.00

Where an application to redesignate or rezone land involves redesignation or rezoning land to two or more classes of land use areas or zoning districts, the sum total of the fees for the class changes shall apply (e.g. rezoning Class 1 land to partially Class 2; \$500.00 + \$750.00=\$1250.00). Where application is made for amendments to both the Official Community Plan and Zoning Bylaw, the respective fee for each amendment shall apply.

Where an amendment application involves both a textual and mapping component, the prescribed fee for each aspect of the amendment shall apply.

Where complementary or enabling amendments are required and sought to both the Official Community Plan and Zoning Bylaw, the respective prescribed fee for each amendment shall apply.

Class 1 Districts:

- R1 – Residential District
- UH – Urban Holding District

Class 2 Districts:

- R2 – Seasonal Residential District
- C1 – Resort Commercial District
- Any other future District to be amended into the Zoning Bylaw

Except for *permitted use* applications, in addition to the review and administrative costs above, the applicant will also be responsible for all costs related to the advertising of any required public notice and subsequent required public hearing. This may include but is not limited to: advertisement in a local newspaper; written notice to landowners; posting of public notice on-site or in other public places; any materials required in the preparation or posting of the notice; and any separate facility rental to accommodate the public hearing if a venue larger than Council's chambers is required. These fees are variable depending on the complexity of the particular task or action. These fees would be variable depending on the nature of an application, will be cost-recovery only, and will be communicated to an applicant after assessment of an application.

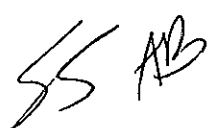
For all permitting and amendment-related matters where it is anticipated that engagement with engineering, legal, or other professional expertise is necessary to properly review an application and/or implement the decision of the Development Officer or Council, applicants will be solely responsible for those costs. Costs may vary on a case-by-case basis depending on the type or complexity of an application and shall not exceed cost-recovery to the RV. In such cases, the municipality may require an applicant to provide a retainer fee of up to \$1,000.00 to be applied to said costs. Upon request of an applicant, a detailed accounting of how any portion of the retainer was used shall be provided. Any funds in excess of those required for professional services will be refunded. No refund will be issued where professional expertise was engaged, and where an application is refused, unsuccessful, or withdrawn.

Council, at its discretion, may consider a reduction, waiver, or refund of any fee prescribed, or portion thereof, in this bylaw where all of the following applies:

- 1) Formal written request is made by the applicant;
- 2) Municipal resources required are not anticipated, or were proven to be significantly less than the prescribed fee; and
- 3) Guidance on the granting of a fee waiver is set by resolution and policy for implementation by the Development Officer or individually done by resolution of Council.

Unless authorized by resolution of Council, no fee or portion thereof shall be refunded where an application is refused, unsuccessful, or withdrawn.

In all matters relating to the review of tasks or actions, the RV shall act in good faith to minimize costs to applicants but shall ensure that an adequate and suitable review is performed prior to making any decision.

A handwritten signature in black ink, consisting of stylized letters, possibly 'SS' followed by 'AB'.

RESORT VILLAGE OF AQUADEO PLANNING AND DEVELOPMENT FEE BYLAW RATIONALE DOCUMENT

Introduction:

Planning and development fees are intended to allow a municipality to recoup all or a portion of the costs involved in the review, advertising, approval, enforcement, regulation and issuance of development permits, discretionary uses, minor variances, and planning bylaw amendments. For the purpose of this document, these matters will generally be referred to as land use planning and development **tasks and actions**.

A rationale for the fees prescribed in Schedule 'A' of Bylaw No. 06-2025, known as the *Planning and Development Fee Bylaw*, is hereby provided in accordance with subsection 51(2.1) of *The Planning and Development Act, 2007* (PDA).

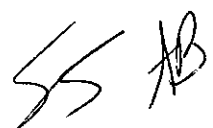
Whereas the Resort Village of Aquadeo (RV) does not employ a dedicated staff person trained and specializing in land use planning and development. The volume of development within the RV does not warrant a full-time planner on staff. Retaining the services of a private planning consultant on an on-demand basis is more cost-effective option for the RV. This approach will be reviewed on a periodic basis.

As such, the RV generally contracts out most matters relating to land use planning and development to an outside planning consultant or consulting firm to aid in the review and facilitation of land use planning tasks and actions to ensure that planning decisions are made in accordance with the provincial land use planning framework, its own interests, and those of its ratepayers.

The estimated time required, and consultant costs to the RV, to facilitate those matters covered by the *Planning and Development Fee Bylaw* varies by the individual type of task or action requested of the RV. The prescribed fees within the *Planning and Development Fee Bylaw* have been generally structured by task or action category and complexity. A minimum estimated average amount of time required for these tasks or actions is provided in this rationale document, as are other processes and costs of the RV as rationale for the fees. The *Planning and Development Fee Bylaw* contains mechanisms for the waiver or reduction of fees. The *Planning and Development Fee Bylaw* also contains a mechanism for a retainer to be applied to where it is foreseeable that a particular application will require work or consultation with other professional services.

For the purpose of this rationale documents, the fee for on-demand service from a private planning consultant or firm in Saskatchewan has been conservatively estimated at an average of \$150.00/hr, although this varies dependent on the type of action or task. In addition to this, the RV incurs internal labour costs, overhead, and other costs relating to planning and development tasks and actions. As will be detailed throughout this rationale document, there are other costs to the RV which are not captured by hourly rate and have been factored into the formulation of the prescribed fees.

The fees prescribed in Schedule 'A' of the *Planning and Development Fee Bylaw* may be less than the general estimated costs to the RV listed in this rationale document. Council may elect to adopt a fee schedule less than estimated costs at its discretion. The fees prescribed are a conservative estimate and reflect an average amount of municipal time and resources involved and are not intended to exceed cost-recovery.



The Process for Tasks and Actions:

The sections below outline the duties and responsibilities of the RV upon receipt of an application for a task or action, its process for review and the resources required, or having some of those responsibilities handled by a retained planning consultant. The stated labour times are intended to be conservative average of the RV and planning consultant time related to the intake, review, and processing of tasks or actions.

Application for Permitted Uses (Principal, Accessory, and Ancillary):

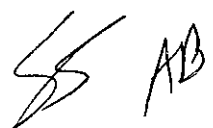
3 - 4 hours minimum

Signs:

1 hour

The review and permitting process may include some or all the following:

- Review of the physical application for completion;
 - While the RV's permit application form has been created to identify to an applicant what information needs to be provided for application completion, and the Zoning Bylaw lays this out in extensive detail, the RV's experience is that permit applications are received as incomplete or insufficient for review and processing or to determine bylaw compliance. In such cases, the RV must take additional time to identify the deficiencies to an applicant and make requests for additional or revised information.
- Determination of applicable land use designation and zoning;
- Review of site plan, real property report, survey sketch plan, or engineering compliance certificate where applicable;
- Review of the application for bylaw compliance and requirements for the specific development;
- Finding the roll number, SAMA file, and reviewing the file for previous development;
- Review of aerial imagery, cadastral, and land titles information;
- Retrieval of a copy of title to determine if there are any interests or restrictions placed on the land;
 - Where development standards or other restrictions are placed on the title: review of the standards and application compliance thereto; clarification of the standards or restrictions by the issuer thereof; and, advising an applicant what must be provided by way of supporting application information or application modification to adhere to the standards or restrictions;
- Determination of the suitability of a proposed development, the review and clarification of supporting information regarding suitability, and the determination of any required development standards or permit conditions to be issued in conjunction with any approval (addressed in more detail in a separation following section);
 - In some instances, as required by the Zoning Bylaw, applicant's may be required to provide a pre-development survey sketch plan, or post-foundation completion real property surveyor's report. Consequently, there is additional time required for the coordination of provision of these documents and their review.
- Preparation and presentation of any materials or information for Council and the generation of development reports;
- Bylaw interpretation and evaluation by Council;
- Identification of suitable road access and servicing requirements;
- Consultation with governmental ministries or agencies;
- Drafting of notices of decision;
- Internal file and data management;
- Post-approval follow up and confirmation of adherence to any applicable permit conditions or development standard.

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Discretionary Use Applications for Development Permits (Principal, Accessory, and Ancillary) : 4 - 6 hours minimum

In addition to the process involved for reviewing a permitted use, the review of a discretionary use application also involves the following resulting in additional time and resources required for review and processing:

- Discretionary uses applications require additional resources and time for review. The nature of a discretionary use warrants special consideration by Council on its operation and effect(s) on surrounding land uses and overall intent for the zoning district in which they are located.
- Each discretionary use application must be presented to Council. A detailed report summary of the proposed use must be prepared to outline all the relevant regulations and development standards related to said use, and any evaluative criteria that Council must apply in its decision-making process. Further information gathering specific to the site and the proposal is often required for inclusion in the summary.
- Applications for discretionary use are also subject to the public notification requirement in section 55 of the PDA. In addition to the costs incurred by the municipality to provide adjacent landowners with notice (which are addressed separately below), there may be additional time required by administration or outside planning services to process and present to Council any feedback that was received as a result of adjacent landowner notification. Further, where public request has been received to speak to a particular discretionary use proposal, additional time of the RV staff, Council, and a retained planning consultant is required; and,
- The review of a discretionary use application may also require consultation with other outside professionals, government ministries or agencies.

Additional Administrative and Operational Costs Related to Tasks or Actions:

variable

Other administrative costs are attributable to the review of development-related tasks or actions, are factored to some degree for inclusion in the fees listed in Schedule 'A' of the *Planning and Development Fee Bylaw*, and are as follows:

- Pre-application consultation if or where requested of the RV.
- Initial intake and review of the permit application;
- Internal file and data management;
- Printing and copying material related to the permit review and for circulation to Council (where required);
- Site visit(s) by the Development Officer, other RV staff, or a retained planning consultant;
- Consultation with outside professionals, government ministries or agencies;
- Municipal office operational overhead

Minor Variance Applications:

3 - 4 hours

The review process includes:

- Review of the physical application for completion;
- Determination of land use designation and zoning;
- Determination of whether the proposed variance meets the legislated provisions for a variance;
- Assess for potential impact on adjacent landowners;
- Retrieval of a copy of title to determine if there are any interests or restrictions placed on the land;
- Preparation of any materials or information for Council;
- Notification to adjacent landowners and the processing or presentation of any potential response;
- Consultation with governmental ministries or agencies (where required);
- Drafting of materials related to a decision;
- Internal file and data management;
- Maintenance and updating of the legislatively-required record of minor variances;

SS AB

Planning Bylaw Amendments:

Official Community Plan Map and Textual Amendments:

6 hours minimum

Zoning Bylaw Textual Amendments:

6 hours minimum

Zoning Bylaw Map Amendments:

varies based on Class change

The fees for bylaw amendment in Schedule "A" of the *Planning and Development Fee Bylaw*, represent an average approximation of the cost and time required to receive, process, prepare and gain provincial approval for a bylaw amendment, and update working consolidated copies of the RV's planning documents.

The bylaw amendment process may include some or all the following:

- Review of existing bylaw content or maps for determination of what must be executed in an amendment;
- Ensuring consistency between the RV's enabling planning policy and regulation;
- Ensuring consistency between the RV's planning bylaws and the requirements of the provincial planning framework;
- Discussion with the provincial planning authority (Community Planning branch) regarding approaches to amendment drafting such that said amendment may be deemed approvable by the planning authority;
- In the case of mapping amendments, the creation of any required map to accurately display any lands affected;
- The use of geographic information system (GIS) tools for map creation;
- The creation of any required public notice;
- Legislated requirements for advertisement in the local newspaper; and where applicable, direct written notice to affected landowners;
- Supplementary posting of notices and proposed amendments on the RV's website;
- Council, administrative, and retained consultant time for any public hearing;
- Preparation of bylaw submission materials for provincial review, processing, and approval;
 - Additional time may be required to facilitate or respond to questions in a provincial review;
- Post-approval, updating of working consolidated copies of the RV's planning bylaws for internal and public use;

Where there is increased potential for a greater density of development, impacts to municipal service provision or greater potential for the introduction of land use conflict, an application review is generally more comprehensive and detailed to address all aspects of the proposal to ensure sustainable long-term planning and therefore requires additional time and resources to review. The classes of zoning district identified in Schedule 'A' represent a spectrum of development possibilities. The zoning districts in Class 1 represent the lowest density of land use and are generally undeveloped and in large land holdings or the dominate form of development within the RV; whereas zoning districts in Class 2 represent higher density of development and increased potential for land use conflict, increased needs for amenities and servicing. The classes of zoning districts are distinguished by:

- The current zoning designations and the amount of land area currently zoned as such;
- The intensity of development and uses possible within the district(s);
- The potential to significantly affect existing land use patterns and environmental features;
- The location and whether potential hazard land need to be considered;
- Any trigger within the RV's planning bylaws for a *comprehensive development review* and assessment thereof;
- The potential to introduce land use conflict with adjacent properties; and,
- Services or amenities required in support of new development;

Other Matters Relating to Tasks or Actions:

Retainer Fee and Increased Fees for Specific Uses or Situations

The use of a retainer fee is meant to address situations where engagement of professional expertise is needed by the RV in its independent review of a task or action. The RV shall make every effort to advise an applicant of any need for a retainer upon initial receipt and review of an application; however, as a review proceeds it may be determined engagement with professional expertise may be required and at such time a retainer may be required. This mechanism

SS AB

is primarily intended for situations as follows: where legal review of a document, agreement, bonding, or proposed action is warranted; the internal technical review of information provided by an applicant (eg. drainage planning, geotechnical or hydrological analysis); requirements for surveyed information; and similar items. The use of a retainer allows these costs to be recovered where specific to a proposed task or action rather than increasing fees across the board applicable to all tasks or actions to recover these costs. No use of the retainer may be applied to internal planning review.

In the case of increased fees for permit applications where the subject land is located in an area identified for potential hazard, or where provincial development standards are on title which must be adhered to in the RV's determination of suitability, it has generally been the experience of the RV that the applicant is unaware of the requirements of the Zoning Bylaw as it pertains to hazard lands, or of the development standards on title. Consequently, applications are received which fail to address these matters, the specifics of the Zoning Bylaw or development standard requirements must then be communicated, and significant revision to an application is required. Upon receiving requested supporting information relating to potential hazard lands or prescribed development standards, the proposed development must then be reviewed for adherence to the Zoning Bylaw regulation or development standard in the determination of the suitability of a proposed application.

The up-front collection of these fees, and the greater fees applied to these specific types of proposals, is intended to communicate the costs related to a review and recover said costs so as they are not a burden to general ratepayers.

It is noted that there is a mechanism for the reduction, waiver, or refund of an application fee to address situations where complete application information is received from an applicant and whereby the time for a municipal review can be minimized. Should the fees be found to be consistently in excess of municipal resources required for review for these uses and, in these situations, Council may consider amendment or replacement to *The Planning and Development Fee Bylaw*.

Public Notification Costs – varies

It is the opinion of Council that the costs related to legislated public notification and participation triggered by tasks or actions be borne by applicants and not general ratepayers. Applicants will be required to cover all costs related to the production, publication, and delivery, of any public or landowner notice, and any related public hearing for a task or action. Decisions may be withheld for failure to pay any of these costs.

Upon request, the RV will provide an estimate of its expected costs to applicants prior to public notification and may require payment prior proceeding with notifications(s).

Enforcement

When reviewing applications, the municipality is ensuring the development conforms to municipal planning policy and regulations, and in its issuance of Notice of Decisions. In some instances where Council refuses an application, or conditions are attached to a permit, follow-up and bylaw enforcement is required which are additional costs to the RV. Where a matter is appealed, the RV must pay its Development Appeals Board to hear an appeal. There are limited mechanisms under the PDA to recover costs related to enforcement and appeal, and an appeals Board cannot assign costs incurred by either the appellant or respondent in any ruling. Therefore, the recovery of these costs can only be accumulated through each individual development permit application fee to assign the costs to developers and not the entire community. No specific portion of the planning and development fees have been attributed to enforcement, but it is recognized that that this is a factor in fees charged by the RV.