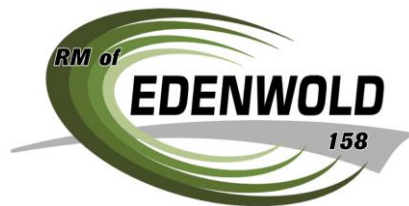


RM of Edenwold No. 158

Planning Fee Bylaw Review and Methodology



April 2026

INTRODUCTION

The purpose of this assessment is to conduct a best-practice review of Planning Fee Bylaws in order to provide comparative insights and recommendations. This work will ensure the RM of Edenwold's proposed Planning Fee Bylaw aligns with both legislative requirements and regional best practices while remaining transparent, equitable, and cost-recoverable.

The review will focus on a comparative analysis of other nearby Municipalities' Planning Fee Bylaws.

1. Municipalities for comparison: Town of Balgonie, Town of Pilot Butte, Town of White City, RM of Sherwood, City of Regina, and RM of Corman Park.
2. Extracting key items and numbers: actual dollar amount of each permit, additional processes with associated fees, and any methodology or calculation details included in the bylaws.

Findings shall be organized in a comparative matrix to highlight similarities, differences, and best practices. The analysis will conclude with an assessment of how the RM's proposed Planning Fee Bylaw will align with peer municipalities.

LEGISLATIVE CONTEXT

This review is guided by *The Planning and Development Act, 2007*, which provides the legislative authority for municipalities to establish planning and development fees. Within this framework, the RM of Edenwold's proposed Planning Fee Bylaw should set out the local application of these provisions. Section 51(1) of the Act reads:

51(1) Subject to subsection(2), a council may, in the zoning bylaw or by a separate fee bylaw, prescribe a schedule of fees to be charged for the application, review, advertising, approval, enforcement, regulation and issuance 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.*

The following table summarizes the RM of Edenwold’s current planning and development fees from Bylaw 2019-07, outlining application categories, associated costs, and key conditions for applicants.

Application / Service	Current Fee	Notes
Development Permit Applications	\$125	Applies to residential, commercial/industrial, agricultural, accessory, asphalt plants, agricultural related, seasonal, and temporary uses.
Discretionary Use Application	\$125	Applicant pays all advertising costs (approved or denied).
Minor Variance	\$125	Applicant pays all advertising costs (approved or denied).
Zoning Bylaw Map Amendment	\$500 for first lot	Additional \$50 per extra lot.
Special Meeting (General)	Minimum \$500	Applicant pays advertising costs.
OCP Amendment	Minimum \$2,500	Applicant pays advertising costs.
Development Appeal	\$300	As per <i>The Planning and Development Act, 2007.</i>
Zoning Memorandum	\$50	Compliance Certificate

METHODOLOGY

In accordance with *The Planning and Development Act, 2007*, fees are authorized under Section 51(1). The Act does not establish a strict formula or step-by-step calculation. Instead, it establishes the rules and limits for how the fees should be determined:

“(2) The fees prescribed pursuant to this section:

- (a) may be based on the size, type and complexity of matters mentioned in subsection (1); and
- (b) must not exceed the cost to the municipality of processing the application or of reviewing, advertising, approving, enforcing, regulating or issuing, as the case may be, the matters mentioned in subsection (1).

(2.1) If a council prescribes a schedule of fees pursuant to this section, the council shall, with the bylaw prescribing the fees, adopt a document that sets out the rationale for the fees.

(3) Before passing a fee bylaw, the council shall comply with the public participation requirements of Part X.

(4) A council is exempt from obtaining the minister’s approval of the fee bylaw.

(5) The municipal administrator shall file with the director a certified copy of the fee bylaw and the document mentioned in subsection (2.1) within 15 days after the date on which the bylaw is passed.”

In the *Planning Fee Guide Overview* of Section 51 of *The Planning and Development Act, 2007*, it is explicitly stated that the fees should be calculated by multiplying (average time to review) by (staff wage).

With this, we can calculate the approximate cost of processing each type of development permit for the RM of Edenwold by multiplying the average staff time required by the hourly wage. Overhead costs are to cover indirect administrative support, IT, or office costs **directly tied to processing**.

1. Permitted Use (No Building Permit)

Planner: $1.9 \times \$35 = \66.50 (Junior Wage)
Admin: $0.25 \times \$25 = \6.25
Engineering and Public Works: $0.5 \times \$75 = \37.50
Subtotal: \$110.25
Overhead (20%): \$22.05
Planning software: \$20.00
Estimated cost: ~\$152.30
Current price charged: \$125
Proposed Fee: \$150.00

2. Permitted Use (With Building Permit)

Planner: $2.3 \times \$35 = \80.50 (Junior Wage)
Admin: $0.25 \times \$25 = \6.25
Engineering and Public Works: $0.5 \times \$75 = \37.50
Subtotal: \$124.25
Overhead (20%): \$24.85
Planning software: \$20
Estimated cost: ~\$169.10
Current price charged: \$125
Proposed Fee: \$150.00

3. Discretionary Use

Planner: $8.3 \times \$35 = \290.50 (Junior Wage)
Admin: $0.5 \times \$25 = \12.50
Engineering and Public Works: $1 \times \$75 = \75.00
Subtotal: \$378.00
Overhead (20%): \$75.60
Planning software: \$20.00
Estimated cost: ~\$474.00
Current price charged: \$125
Proposed Fee: \$475.00

4. Minor Variance

Planner: $3.3 \times \$35 = \115.50 (Junior Wage)
Admin: $0.5 \times \$25 = \12.50
Subtotal: \$128.00
Overhead (20%): \$25.60
Planning software: \$20.00
Estimated cost: ~\$173.60
Current price charged: \$125
Proposed Fee: \$170.00

5. OCP Map Amendment

Planner: $16.3 \times \$50 = \815.00 (Senior Wage)

Admin: $0.5 \times \$25 = \12.50

Engineering and Public Works: $0.5 \times \$75 =$
 $\$37.50$

Subtotal: \$865.00

Overhead (20%): \$173.00

Planning software: \$20.00

Estimated cost: ~\$1,055.00–1,070.00

Current price charged: \$2,500.00

Proposed Fee: \$1,050.00

6. OCP and Zoning Bylaw Text Amendment

Planner: $9.25 \text{ hours} \times \$42.50 = \$393.13$

(Average of Junior and Senior Wage)

Admin: $0.5 \times \$25 = \12.50

Subtotal: \$405.63

Overhead (20%): \$81.13

Planning software: \$20.00

Estimated cost: \$506.76

Current price charged: \$500+

Proposed Fee: \$500.00 (keep the same)

7. Zoning Bylaw Map Amendment

Planner: $12 \times \$35 = \420.00 (Junior Wage)

Admin: $0.5 \times \$25 = \12.50

Subtotal: \$432.50

Overhead (20%): \$86.50

Planning software: \$20.00

Estimated cost: ~\$539.00

Current price charged: \$500+

Proposed Fee: \$540.00

8. Zoning Bylaw Map Amendment – Contract Zone

Planner: $20 \times \$35 = \700.00 (Junior Wage)

Planner: $4 \times \$50 = \200.00

Admin: $0.5 \times \$25 = \12.50

Subtotal: \$912.50

Overhead (20%): \$182.50

Planning software: \$20.00

Estimated cost: ~\$1,115.00

Current price charged: \$500+

Proposed Fee: \$1,115.00

9. Comprehensive Development Proposal Review (associated with an OCP/ZB Amendment)

Planner: $12 \times \$35 = \420.00 (Junior Wage)

Planner: $4 \times \$50 = \200.00 (Senior Wage)

Engineering and Public Works: Engineering and
Public Works: $4 \times \$75 = \300

Admin: $0.5 \times \$25 = \12.50

Subtotal: \$932.50

Overhead (20%): \$186.50

Planning software: \$20.00

Estimated cost: ~\$1,089.00

Current price charged: \$0

Proposed Fee: \$1,100.00

COMPARATIVE REVIEW

The following table provides a comparative overview of municipal fees across various types of planning applications, including Development Permits (Permitted Use), Discretionary Use, Minor Variance, Zoning Text Amendment, Zoning Map Amendment, Official Community Plan (OCP) Amendment, Zoning Compliance Certificates, and Development

Appeals. It highlights the fees charged by the RM of Edenwold relative to surrounding municipalities such as the Towns of Balgonie, Pilot Butte, White City, RM of Sherwood, the City of Regina, and RM of Corman Park. Cells shaded in orange indicate that the RM of Edenwold has lower fees than the comparative municipality, whereas purple cells indicate higher fees. Blue cells indicate that the cost could be either lower or higher, depending on the number of lots.

Jurisdiction	Permitted Use	Discretionary Use*	Minor Variance
RM of Edenwold (New)	\$150.00	\$475.00	\$170.00
RM of Sherwood	\$200.00	\$495.00 \$440.00 (Accessory Use)	\$155.00
RM of Corman Park	\$215.00	\$780.00	\$200.00
Town of Pilot Butte	\$100.00	\$500.00	\$130.00
City of Regina	-	Standard \$2500.00 Complex \$5000.00	\$50.00

* Advertising Fees Not Included

Jurisdiction	Zoning Text Amendment*	OCP Text Amendment*	Development Appeal
RM of Edenwold (New)	\$500.00	\$500.00	\$300.00
RM of Sherwood	\$605.00	\$990.00	\$300.00
RM of Corman Park	\$1,350.00	\$1,350.00	\$300.00
Town of Pilot Butte	\$760.00	\$760.00	\$300.00
City of Regina	Minor \$3500.00 Major \$5,400.00	Minor \$3500.00 Major \$5,400.00	\$300.00

* Advertising Fees Not Included

Jurisdiction	Zoning Map Amendment*	OCP Map Amendment*
RM of Edenwold (New)	\$540.00 + \$75.00 per additional lot (Standard)	\$1,050.00
	\$1,115.00 (Contract Zone)	
	PLUS \$1,100 (Complex)	
RM of Sherwood	\$605.00 (up to 2 parcels) \$990.00 (3+ parcels)	\$990.00
RM of Corman Park	\$630.00 (Single, Agricultural) \$2,500.00 (Single, Other) \$4,500.00 (Multi-Parcel)	\$630.00 (Single, Agricultural) \$2,500.00 (Single, Other) \$4,500 (Multi-Parcel)
Town of Pilot Butte	\$ 865.00 (Single) \$965.00 (2-3 parcels) \$1,065.00 (4+ parcels)	\$ 865.00 (Single) \$965.00 (2-3 parcels) \$1,065.00 (4+ parcels)
City of Regina**	Minor \$3,500.00 Major \$5,400.00 Standard \$3,500.00 (Contract Zone) Complex \$5,400.00 (Contract Zone)	Minor \$ 3,500.00 Major \$5,400.00 Minor \$3,500.00 Major \$5,400.00

* Advertising Fees Not Included

**Also charges Subdivision and Concept Plan Fees. May reduce fees by up to 25% for some combination applications

I. Town of Balgonie

Balgonie’s Development and Planning Fee Bylaw requires applicants to pay a fee when seeking approval of a development permit application. However, no current bylaw specifying fee amounts was identified online. Internal documents were requested, and Discretionary and Minor Variance application fees are both \$50.00 per application. No additional processes are outlined. Development appeals cost \$300; the maximum fee permitted under Provincial legislation.

II. Town of Pilot Butte

In Pilot Butte, development permit applications cost \$100, payable at the time of application. Discretionary use applications are \$500, while minor variances are \$175. A zoning bylaw text amendment costs \$760. Zoning map and text amendments are charged at \$865 for one parcel, \$965 for two to three parcels, and \$1,065 for four or more parcels. All permits must be paid in full at the time of application. The municipality applies three use categories: accessory or ancillary, permitted, and discretionary. Development appeals cost \$300—the maximum fee permitted under Provincial legislation.

III. Town of White City

White City refers to development permit fees in *The Planning and Development Act, 2007* and in Bylaw No. 713-25. However, specific fee amounts are not listed in the bylaw. Currently, White City does not incorporate Planning and Development fees within their (public) Fee Bylaw. Development appeals cost \$50—which is within the fee range permitted under Provincial legislation. At the time of this review, the Town of White City is currently reviewing the fees in their Fee Bylaw.

IV. RM of Sherwood

Sherwood charges \$200 for a permitted use development permit and \$165 for an accessory use. A discretionary use permit costs \$495, and a discretionary accessory use costs \$440. A minor variance is \$140, and a development appeal is \$300. Zoning text amendments cost \$605 plus advertising, while zoning map amendments cost \$605 plus advertising for up to two parcels and \$990 plus advertising for three or more parcels. An OCP amendment is \$990, plus advertising costs. Zoning Compliance Certificates are priced at \$130. Development appeals cost \$300—the maximum fee permitted under Provincial legislation.

V. City of Regina

Regina applies a wide-ranging fee structure. Discretionary use applications range from \$2,500 to \$5,000, depending on whether they are standard or complex. Zoning amendments cost \$3,500 for minor applications and \$5,400 for major applications. Contract zones range from \$3,500 to \$6,400, while OCP amendments are \$3,500 for minor and \$5,400 for major applications. Subdivision applications are \$1,500 plus \$175 per unit, capped at \$5,000. Concept plan approvals cost \$49,900, with amendments at \$16,600 and minor amendments at \$5,400. Condominium applications are \$1,500 plus \$175 per unit, also capped at \$5,000. Additional fees include \$230 for leaseholds, \$1,450 for closures, \$1,000 plus \$100 per lot for severances, \$248 for signage, and \$1,100 for site servicing. Multi-unit properties are subject to tiered fees ranging from \$1,600 to \$3,400. Multiple

applications receive a 25 percent fee reduction, and heritage permit costs are recovered through third-party consultants. Zoning Compliance Certificates are priced at \$147. Development appeals cost \$300—the maximum fee permitted under Provincial legislation.

VI. RM of Corman Park

Corman Park charges \$215 for development permits, covering both permitted and permitted accessory uses. A discretionary use permit costs \$780. Minor variances are \$780. Bylaw amendments vary—textual amendments cost \$1,350, single parcel map amendments in agricultural areas are \$630, single parcel map amendments in all other areas are \$2,500, and multi-parcel amendments are \$4,500. Zoning Compliance Certificates are priced at \$78. Development appeals cost \$300—the maximum fee permitted under Provincial legislation.

BEST PRACTICES

A review of planning fee bylaws in Saskatchewan and comparable jurisdictions highlights several best practices that can guide the RM of Edenwold. Municipalities benefit from a fee structure that is clear, transparent, and easy for applicants to understand. Small towns such as Pilot Butte and Balgonie provide simple and predictable fees for standard development permits, discretionary uses, and minor variances, which reduces confusion and encourages development. Fees should clearly identify which types of applications are covered and any additional costs, such as advertising or public notices.

Many municipalities implement tiered fees based on the type, complexity, or scale of the application. For example, the RM of Sherwood differentiates between permitted, accessory, and discretionary uses, while Regina applies higher fees for complex or multi-unit developments. A tiered approach ensures that fees more accurately reflect municipal processing costs, allowing cost recovery without overburdening applicants for simpler applications. Best practice also recommends recovering a significant portion of processing costs while allowing partial subsidies for applications that provide broader municipal benefits, such as OCP or zoning bylaw amendments. This approach balances financial sustainability with the promotion of strategic development initiatives.

Another emerging best practice is the provision of online payment options for development permits. Larger municipalities and RMs, including Pilot Butte, White City, Sherwood, Regina, and Corman Park, offer online payments in addition to in-person methods, which improves efficiency, reduces administrative burden, and enhances transparency for applicants. Smaller towns, such as Balgonie, typically rely on in-person or mailed payments, which can limit accessibility and slow processing times.

Finally, municipalities should regularly review and update their fee bylaws to reflect changes in administrative costs, development trends, and regional practices. Benchmarking fees against neighbouring municipalities helps ensure they remain competitive, equitable, and transparent, supporting local economic development and encouraging growth.

RECOMMENDATIONS

To ensure the RM of Edenwold’s proposed Planning Fee Bylaw aligns with legislative requirements, regional best practices, and cost recovery principles, it is recommended that the municipality:

1. **Increase the current Development Permit fee from \$125 to \$150.** This current fee falls slightly short of the raw processing cost. Additionally, adding a portion of the cost recovery for the online permitting system to each permit should be considered.
2. **Align planning application fees with the cost of processing times.** Discretionary use application could be increased from the current \$125 to \$425–\$475. Minor variance could be increased from \$125 to \$170. Zoning Bylaw (Map) amendment to increase from \$500 for the first lot and \$50 for each additional lot to \$540 for the first lot and \$75 for each additional lot. OCP amendments could be decreased from \$2500 to \$1050. Add planning application fees associated with Contract Zones and Comprehensive Development Proposal reviews for cost recovery purposes.
3. **Maintain the practice of requiring applicants to cover advertising costs,** consistent with provincial legislation and common regional practice.
4. **Review application processing times periodically** to ensure they remain reasonable, transparent, and competitive within the region, while ensuring the associated fee covers the process time.

Application / Service	Current Fee	New fee	Percentage change
Development Permit Applications	\$125	\$150	20% increase
Discretionary Use Application	\$125	\$475	280% increase
Minor Variance	\$125	\$170	36% increase
Zoning Bylaw (Map) Amendment	\$500 for the first lot (+\$50 for each additional lot)	\$540 for the first lot (+\$75 for each additional lot)	8% increase
Zoning Bylaw and OCP (text) Amendment	\$500	\$500	No change
Special Meeting (General)	Minimum \$500	Remove	n/a
OCP Amendment	Minimum \$2,500	\$1,100	56% decrease
Development Appeal	\$300	\$300	No change
Zoning Memorandum (Compliance Certificate)	\$50	Remove	n/a
Zoning Bylaw (Map) Amendment – Contract Zone	\$500	\$1,115	123% increase
Comprehensive Development Proposal Review	\$0	\$1,100	New charge

Additionally, the fees for a special Council meeting and Zoning Memorandums have been removed from the proposed bylaw. These fees are better suited in a different fee Bylaw rather than a Planning Fee Bylaw.

CONCLUSION

The review of planning fees in the RM of Edenwold demonstrates that the municipality currently maintains a clear, predictable, and accessible fee structure. The estimated costs for processing development applications in the RM of Edenwold show that routine permits, such as Permitted Use applications, are priced close to their actual administrative and technical review costs, including Planner, Administrative, and Engineering/Public Works time, plus overhead. More complex applications, such as Discretionary Use or OCP Map Amendments, involve substantially higher staff time and technical review, resulting in costs that are often well below the current fees charged, particularly in the case of OCP Map Amendments, where the municipality's processing time significantly exceeds the calculated cost.