

**TOWN OF ARBORG
BY-LAW NO. 1-2026**

Being a By-law of the Town of Arborg to prescribe fees and charges payable to the Town of Arborg for municipal services rendered under the authority of The Municipal Act and the By-Laws of the Town of Arborg.

WHEREAS in accordance with Section 232(2)(d) of *The Municipal Act* (C.C.S.M. c.M225), a municipality may, in a by-law, establish fees or other charges for services, activities or things provided or done by the municipality;

AND WHEREAS the Town of Arborg deems it advisable to include one by-law the fees and charges payable to the Town of Arborg for certain services rendered by officers and employees of the Town;

AND WHEREAS the Town of Arborg deems it necessary and expedient to keep current the schedule of fees for the services provided by the Town;

NOW THEREFORE the Council of the Town of Arborg, in Council duly assembled, enacts as follows:

PART 1

1. CITATION

This by-law shall be referred to as the **FEES and CHARGES BY-LAW**.

2. AMENDMENT OF SCHEDULES

- a) Council of the Town of Arborg may from time to time, by resolution, amend each and every schedule attached to this by-law as necessary.
- b) The fees and charges set out in the schedules attached to this by-law shall take precedence over any other previous related by-law.

3. UNPAID CHARGES

Any unpaid fees for charges owed to the Town of Arborg by any tax payer, including penalties related thereto as well as any fines imposed on the taxpayer by the court for contravention of the Municipal by-laws, may be added to taxes of the said tax payer and may be collected or enforced in the same manner as a tax as defined by The Municipal Act.

4. INTERPRETATION

In all parts of this by-law, any word importing the male gender shall include the female gender and vice versa, and any word importing the singular shall include the plural, and vice versa, as applicable unless the context requires a different interpretation.

5. DEFINITIONS

“CAO” means the Chief Administrative Officer for the Town of Arborg as designated by by-law

“Municipality” means the Town of Arborg

“Council” means Council of the Town of Arborg

“Costs” means any costs, charges, fees and expenses, reasonably incurred in respect of a civil, criminal, or administrative action or proceeding, including an amount paid to settle and action or satisfy a judgment.

“Cost Recover” means the practice of establishing and collecting user fees to cover a portion of the costs relating to the delivery of services, activities or things provided or done by the municipality, or for the use of property under the ownership, direction, management or control of the Municipality as provided for in The Municipal Act.

“Fee” means any fee, charge or rate established by the municipality for services, activities, or things provided or done by the municipality; or for the use of property under the ownership, direction, management or control of the Municipality, but does not include fines, penalties, taxes or licenses in lieu of taxes

“**Third party approval**” means an authorizing body approval which is required to a by-law receiving third reading and being passed, such as The Public Utilities Board or the Municipal Board

PART 2

6. FEES & CHARGES

The fees and charges payable to the Town of Arborg for services rendered by officers and employees of the Municipality shall be set out in the following schedules attached hereto and replace any other fees charged in any Municipality By-laws:

- a) Schedule “A” Administration Services
- b) Schedule “B” Business & Lottery Licenses
- c) Schedule “C” Protective Services
- d) Schedule “D” Public Works
- e) Schedule “E” Utility Services
- f) Schedule “F” Facility Rentals
- g) Schedule “G” Animal Control
- h) Schedule “H” Recreation Services

7. DELEGATED AUTHORITY

- a) The CAO is delegated the authority:
 - i. To establish an administrative process of Cost Recovery with the use of fees for the purposes set out in Section 8; and
 - ii. At their discretion, to waive, subsidize or approve an in-lieu contribution of a fee; and
 - iii. To set a fee for any Municipality promotional item made available for purchase.

8. PRIVATE WORK

- a) Private works are not a core function of the municipality and will not take precedence over public works. Private works will only be considered if private contractors or equipment are not available with the municipality to either supply the service or perform the required work. The municipality will refer requests for private works to local private operators where available.
- b) In the event the Municipality uses municipal equipment, materials and/or labour to carry out private works on private property at the request of the property owner, the Municipality, as practicable, shall seek to enter into an agreement with the property owner prior to any works being carried out on the private property. The terms and conditions within the agreement shall be established by the CAO.

9. COLLECTION OF FEES

- a) A fee established in this By-law, in the attached Schedules or by the delegated authority to the CAO to establish a fee for the purposes under Section 8 may be collected in the same manner as a tax may be collected or enforced under *The Municipal Act* or any other Act.
- b) In addition to the fee collection set out in Section 12.a) unpaid fees, may be collected through use of the small claims court process or a collection agency, as deemed appropriate by the CAO.
- c) Penalties on unpaid invoices shall be at a rate of 1.25% per month.

10. REPEAL

By-Law No. 10-2023, A By-law of the Town of Arborg to prescribe fees and charges payable to the Town of Arborg for municipal services rendered be hereby repealed.

11. COMMENCEMENT OF THIS BY-LAW

This By-law No. 1-2026 shall come into effect as of the date of receipt of third reading.

DONE AND PASSED by the Council of the Town of Arborg duly assembled in Arborg, Manitoba this day of A.D. ~~202~~.

25th March, 2026.



Peter Dueck
Mayor



Cindy Stansell
Chief Administrative Officer

Read a first time this	25 th	day of	February	A.D.	2026
Read a second time this	25 th	day of	March	A.D.	2026
Read a third time this	25 th	day of	March	A.D.	2026

SCHEDULE "A"
FEES & CHARGES BY-LAW
FINANCE & ADMINISTRATION

<u>ITEM</u>	<u>COST</u>
Property Tax Statement – duplicate	\$5.00
Tax Certificate – per Roll No.	\$40.00
Property Tax Sale	Actual Costs Plus \$50 Admin Fee
Administration Fee	\$50.00
Photocopies – Black & White	\$0.25 per copy
Photocopies – Colour	\$0.50 per copy
Faxes	\$2.00 per fax
Scanning	\$2.00 per scan
NSF Cheques and Returned Items	\$30.00
FIPPA Requests	
Search & Preparation ~ First 2 hours of research	Free
Search & Preparation ~ Over first 2 hours of research	\$15.00 per half hour
Computer Programming and Data Processing ~ In House	\$10.00 per 15 minutes
Computer Programming and Data Processing ~ External	Actual Cost
Copying Records for Applicant ~ Photocopies & Computer Printouts	\$0.20 per page
Prints from Microfilm	\$0.50 per page
Any other copying method	Actual Cost
<i>*Note: Applicants requesting copies of their own personal information are not required to pay for the copies if the total copying charge is less than \$10</i>	
Delivery Fees ~ Regular Mail	No Charge
Delivery Fees ~ Courier Delivery	Actual Cost

**SCHEDULE "B" - BY-LAW 10-2023
FEES & CHARGES BY-LAW
BUSINESS & LOTTERY LICENSES**

Licenses	
Lottery License ~ up to \$3,000 in prizes <i>*Note: No license required for prizes less than \$100</i>	1% of Prize Value
Business License - Resident - Non-Resident	\$50.00 per annum \$75.00 per annum
Outdoor Mobile Food Vending Unit - Resident - Non-Resident	\$150.00 per annum \$325.00 per annum
Transient Trader - Seasonal (90 days) - Annual	\$100.00 \$200.00
Short-Term Rental Accommodation - Resident Owner - Non-Resident Owner/Tenant Operated	\$50.00 per annum \$100.00 per annum
Business License Violations – Fines	
<i>Failure To Obtain:</i>	
Business License within 12 months - Resident - Non-Resident	\$100.00 \$150.00
Outdoor Mobile Food Vending Unit License - Resident - Non-Resident	\$300.00 per instance \$650.00 per instance
Transient Trader License within 12 months - Seasonal (90 days) - Annual	\$200.00 \$400.00
Short-Term Rental Accommodation within 12 months - Resident Owner - Non-Resident Owner/Tenant Operated	\$100.00 \$200.00
<i>All Other Violations:</i>	
First Offence	\$ 75.00
Second Offence	\$150.00
Each Additional Offence	\$300.00

**SCHEDULE "C" - BY-LAW 10-2023
FEES & CHARGES BY-LAW
PROTECTIVE SERVICES**

<i>Arborg-Bifrost Fire & Emergency Services – Within 12-Month Period</i>	
False Alarms	
First Offence – Written Notice Only	N/C
Second Offence	\$ 500.00
Third Offence	\$ 750.00
Each Additional Offence	\$1,000.00
Other Charges	
Burn Permit	N/C
Outdoor Fires ~ Any Violation	Expense Recovery
Any Violations	\$500.00 per offence
<i>RCMP – Within 12-Month Period</i>	
False Alarms	
First Offence – Written Notice Only	N/C
Second Offence	\$ 250.00
Third & Fourth Offence	\$ 500.00
Each Additional Offence	\$ 750.00

**SCHEDULE “D” - BY-LAW 10-2023
FEES & CHARGES BY-LAW
PUBLIC WORKS**

Driveway Application Fee	\$40.00
Locates	\$40.00 per hour
Barricades ~ Delivery	N/C
Barricades ~ Set Up & Take Down	\$20.00
Culverts	Actual Cost \$40.00 Admin Fee
Private Works (includes operator)	
2006 Caterpillar Wheel Excavator 318C	\$242.00 per hour
Hyundai HL930AXT Wheel Loader	\$154.00 per hour
2023 Trackless MT7 Tractor – Grass Cutting or Snow Clearing	\$125.00 per hour
2012 John Deere Motor Grader 772G	\$266.00 per hour
1995 Ford F800 Truck with Deck and 2009 Western Street Sander (3.3 cu yd)	\$120.00 per hour
2000 Ford F350 Dump Truck – Single Axle	\$100.00 per hour
2010 Hot Water Steamer (16 hp; 590 L)	\$100.00 per hour
1980 Elgin Street Sweeper Series “S”	\$110.00 per hour
Labour Only	\$40.00 per hour

**SCHEDULE "E" - BY-LAW 10-2023
FEES & CHARGES BY-LAW
UTILITY SERVICES**

WATER & SEWER (as per By-law7-2024)	
Bulk Water (Treated or Non-Treated) per 1,000 gallons	\$18.75
Utility Connection – Interior Shut Off Valve	\$50.00
Utility Connection – Disconnection/Reconnection Fee <i>*Excludes Repairs or Maintenance Work</i>	\$50.00
Utility Connection – Reconnection Due to Non-Payment	\$50.00
Water Meters and Parts	Actual Costs \$50.00 Admin Fee
Administration Fee	\$50.00
Lagoon Gate Fees	
Lagoon Gate – Key Deposit	\$10.00
Lagoon Gate – Key Replacement ~ First Offence	\$200.00
Lagoon Gate – Key Replacement ~ Additional Offences	\$500.00
Lagoon Dumping Fees	
Approved Septic Haulers (subject to signed agreement)	\$0.02285 per gallon
Fines	
First Offence	Warning Letter & Copy of Lagoon Policy
Second Offence	\$500.00
Third Offence	\$1,000.00 and banned from Lagoon Facilities
Reactivation Fee (resulting from suspension)	\$50.00

**SCHEDULE "F" - BY-LAW 10-2023
FEES & CHARGES BY-LAW
FACILITY RENTALS**

Town Office Board Room Rental	
Half Day or Less	\$ 50.00
Full Day	\$ 100.00
Equipment Use (i.e. Television, Owl)	\$ 10.00
Pot of Coffee	\$ 5.00
Training Centre – East Building	
Daily	\$ 200.00
Half Day	\$ 100.00
Hourly Rate	\$ 50.00
Monthly	\$ 1,350.00
Annually	\$ 16,200.00
Training Centre – West Building – Per Level	
Daily	\$ 200.00
Half Day	\$ 100.00
Hourly Rate	\$ 50.00
Monthly	\$ 1,500.00
Annually	\$ 18,000.00
After-Hours Lock-Up Fees	
First 30 Minutes Past End Time	\$50.00
Additional Time	\$50.00/hour

**SCHEDULE “G” - BY-LAW 10-2023
FEES & CHARGES BY-LAW
ANIMAL CONTROL**

APPLICATION FEES				
Excess Animal Permit				\$40.00
Restricted Animal Permit				\$40.00
Intact Animal Permit				\$40.00
LICENSE FEES (ANNUAL – January 1 to December 31)				
Sterilized Dog License				\$10.00
Sterilized Cat License				\$10.00
Intact Dog or Cat Permit (per animal)				\$100.00
Declared Dangerous Animal Permit				\$200.00
Excess Animal Permit				\$100.00
Restricted Animal Permit				\$100.00
Replacement Animal Tag (as needed)				\$5.00
OTHER FEES				
Animal Trap				N/C
IMPOUNDMENT FEES				
First Impoundment				\$50.00 Plus Pound (Boarding) Fees Plus Veterinary Fees or Charges
Second Impoundment				\$100.00 Plus Pound (Boarding) Fees Plus Veterinary Fees or Charges
Voluntary Impoundment				Pound (Boarding) Fees Veterinary Fees or Charges
Livestock Impoundment				\$500 Plus Pound (Boarding) Fees Plus Hauling Plus Veterinary Fees or Charges Plus Administration Fees
Dangerous, Quarantined, Restricted, Animal Impoundment				\$250 Plus Pound (Boarding) Fees Plus Veterinary Fees or Charges Plus Any Other Costs Associated with Handling the Animal
PENALTIES – Authorized by Part 8, Section 9				
<i>Without limiting the penalties for specific offenses set out, any person who contravenes any provision of this By-law shall be issued a Notice of Breach of this By-law, and is guilty of an offense and is liable to a fine of:</i>				
Violation of:	Offence	Minimum Fine	Maximum Fine	Other
PARTS 4, 5, 6, 7 PART 8; Section 11	First Offence	\$50.00	\$500.00	Plus all other applicable costs, fees and penalties
	Second Offence	\$100.00	\$1,000.00	Plus all other applicable costs, fees and penalties
	Additional Offence	Any animal that has committed more than two (2) offences; shall be sold or disposed of, regardless of whether or not it is properly licensed under this By-law, plus the maximum fine of \$1,000.00 applied.		
	Default of Payment	Imprisonment of not more than thirty (30) days		

**SCHEDULE “H” - BY-LAW 1-2026
FEES & CHARGES BY-LAW
RECREATION**

ARBORG BIFROST COMMUNITY CENTRE	
<u>Socials/Weddings w/ Liquor (max 8 hours)</u>	
Entire Hall	\$1,000/day plus GST
Deposit	\$150.00 plus GST
Damage Deposit (post-dated to day of event)	\$850.00 plus GST
Large Side	\$725.00/day plus GST
Deposit	\$100.00 plus GST
Damage Deposit (post-dated to day of event)	\$625.00 plus GST
Small Side	\$565.00/day plus GST
Deposit	\$100.00 plus GST
Damage Deposit (post-dated to day of event)	\$465.00 plus GST
<u>Socials/Weddings w/o Liquor (max 8 hours)</u>	
Entire Hall	\$900.00/day plus GST
Deposit	\$135.00 plus GST
Damage Deposit (post-dated to day of event)	\$765.00 plus GST
Large Side	\$652.50/day plus GST
Deposit	\$100.00 plus GST
Damage Deposit (post-dated to day of event)	\$552.50 plus GST
Small Side	\$508.50/day plus GST
Deposit	\$100.00 plus GST
Damage Deposit (post-dated to day of event)	\$408.50 plus GST
<u>Bridal Shower (max 4 hours)</u>	
Entire Hall (includes kitchen)	\$350.00/day plus GST
w/ Social Same Day (includes kitchen)	\$175.00/day plus GST
Deposit	\$100.00 plus GST
<u>Funerals and/or Funeral Lunch (max 4 hours)</u>	
Funeral or Lunch – Entire Hall	\$400.00/day plus GST
Funeral or Lunch – Large Side	\$325.00/day plus GST
Funeral or Lunch – Small Side	\$275.00/day plus GST
Funeral and Lunch – Entire Hall	\$500.00/day plus GST
Funeral and Lunch – Large Side	\$400.00/day plus GST
<u>Meetings (Max 8 Hours)</u>	
Entire Hall	\$500.00/day plus GST
Large Side	\$400.00/day plus GST
Small Side	\$300.00/day plus GST
½ Small Side	\$150.00/day plus GST
<u>Special Events (approved by Committee) (max 8 hours)</u>	
Special Event (Entire Hall)	\$250.00/day plus GST
Provincial Court Sitings	\$200.00/day plus GST
<u>Other Fees</u>	
Rehearsal, Setup or Takedown Fees (Extra day)	\$100.00/day plus GST
Cleaning Fee	\$100.00/day plus GST
Extra Fees – Over Allotted Time	\$100.00/hour plus GST
Bartender	\$20.00/hour
Large Cups	\$0.20/cup
Small Cups	\$0.15/cup
Drink Mixes	At Cost + 10% plus GST
Other Supplies (e.g. donuts, muffins)	At Cost + 10% plus GST
Ice	\$5.00/bag
Coffee (includes cups, sugars, creamer)	\$1.00/cup
Coffee Urn Rental	\$25.00/urn
Chair Rental	\$0.65/chair
Table Rental	\$5.50/table
<u>Kitchen Rentals</u>	
Kitchen Rental	\$150.00/day plus GST
Long-Term Kitchen Lease	\$75.00/day plus GST

SCHEDULE “H” - BY-LAW 1-2026 – continued
FEES & CHARGES BY-LAW
RECREATION

ARBORG & DISTRICT ARENA	
Arborg Minor Hockey Ice Rental	\$112.50/hour plus GST
Arborg Minor Hockey Tournaments	\$84.00/hour plus GST
Arborg Ice Dawgs Junior B Ice Rental	\$123.00/hour plus GST
Recreation Hockey Team Ice Rental	\$140.00/hour plus GST
Occasional Ice Rental Prime (after 4 pm)	\$140.00/hour plus GST
Occasional Ice Rental Non-Prime (before 4 pm)	\$120.00/hour plus GST
Entire Arena (Off-Season)	\$850.00/day plus GST
Birthday Party up to 30 guests (2 hrs includes 1 hr ice/rink area)	\$150.00/day plus GST
Summer Lobby Small Event	\$150.00/day plus GST
Arena Boardroom	\$75.00/hour plus GST
Concession Fee (In Lieu of Working)	\$300.00/season
Public Skating	Free
CURLING RINK	
Local Leagues/Rentals	\$150.00/hour plus GST
Non-Local Rentals	\$160.00/hour plus GST
Bonspiels	# of teams x # of players x # of ends x # of guaranteed games x \$0.90 plus GST
Clubroom Rental	\$200.00/day plus GST
Clubroom Rental plus Concession	\$300.00/day plus GST
Entire Rink Rental (On-Season)	\$450.00/day plus GST
Entire Rink Rental (Off-Season)	\$700.00/day plus GST
Pickleball Club Rental	\$500.00/mth plus GST
Bartender	\$50.00/event
Supplies	At Cost + 10%
Coffee (includes cups, sugar & Creamer)	\$1.00/cup
AQUATIC CENTRE	
<u>Entry Passes</u>	
Adult Day Pass	\$8.00/day
Youth Day Pass	\$8.00/day
Preschool Day Pass	\$5.00/day
Observer Day Pass	\$5.00/day
Family Day Pass (max. 4 family members)	\$28.00/day
Adult Season Pass	\$120.00/season
Youth Season Pass	\$115.00/season
Preschool Season Pass	\$105.00/season
Family Season Pass (max. 4 family members)	\$360.00/season
<u>Rentals</u>	
Aquatic Centre Rental	\$150.00/hour plus GST
Deposit	\$150.00/hour plus GST
Additional Lifeguard	\$40.00/hour
<u>Swim Lessons/Courses</u>	
Parent & Tot	\$65.00/registration
Drop-In	\$6.00/class
Preschool	\$75.00/registration
Swimmer Levels 1-6	\$85.00/registration
Rookie/Ranger/Star	\$100.00/registration
Private	\$140.00/registration
Bronze Cross	\$180.00/registration
Bronze Medallion	\$150.00/registration
Swim For Life Instructor	\$300.00/registration
National Lifeguard	\$300.00/registration

**SCHEDULE “H” - BY-LAW 1-2026 – continued
FEES & CHARGES BY-LAW
RECREATION**

OUTDOOR SPACES	
Ball Diamond Rental	\$124.00/hour plus GST
ADVERTISING RATES	
Board Advertising - Arborg & District Arena	\$365.00/season plus GST
Glass Advertising - Arborg & District Arena	\$75.00/season plus GST
Ice Advertising - Arborg & District Arena	\$405.00/season plus GST
Wall Advertising - Arborg & District Arena	\$170.00/season plus GST
Glass Advertising - Arborg Curling Rink	\$75.00/season plus GST
Ice Advertising - Arborg Curling Rink	\$405.00/season plus GST
Scoreboard Advertising - Arborg Curling Rink	\$170.00/season plus GST
Wall Advertising - Arborg Curling Rink	\$170.00/season plus GST