

**TOWN OF CROSSFIELD
FEES AND RATES BYLAW
BYLAW NO. 2024-08**

Being a bylaw of the Town of Crossfield, in the Province of Alberta, for the purpose of setting fees for services provided by the Town in accordance with the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto:

WHEREAS, in accordance with the Municipal Government Act, and amendments thereto, a municipality may pass a bylaw establishing fees to charge for providing goods and services.

NOW, THEREFORE, the Council of the Town of Crossfield in the Province of Alberta, duly assembled, hereby enacts as follows:

SECTION 1: TITLE

- 1.0 That bylaw shall be known as the **"Fees and Rates Bylaw 2024-08"**

SECTION 2: DEFINITIONS

- a) **"Chief Administrative Officer"**: shall mean a person appointed as Chief Administrative Officer under the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.
- b) **"Council"**: shall mean the Council of the Town of Crossfield.
- c) **"Town"**: the Municipality Corporation of the Town of Crossfield.
- d) **"Local rate"**: shall mean the applicable fee or rate when the address is in Crossfield or within the Crossfield Recreation catchment area.
- e) **"Non-local rate"**: does not meet the definition of local rate.
- f) **"Overtime"**: Town business/work that occurs outside of regular hours, or is on a weekend or statutory holiday

SECTION 3: APPLICATION

Unless prior written approval is obtained from the Chief Administrative Officer or designate, when information is released or services performed, or goods sold by the Town, the Town shall charge fees as established in Schedule A, attached hereto.

The fees and rates are effective January 1, 2025.

SECTION 4: ENACTMENT

4.1 Bylaw No. 2024-04 is hereby repealed in its entirety.


4.2 Bylaw 2024-08 is passed when it receives third reading and is signed by the Mayor and the Chief Administrative Officer or designate, as per the *Municipal Government Act*.

Given first reading this 3 day of December 2024.

Given second reading this 3 day of December 2024.

Given unanimous consent to go to third reading on this 3 day of December 2024.

Given third and final read this 3 day of December 2024.


Deputy Mayor Fox


Kinza Barney
Chief Administrative Officer

Town of Crossfield Fees & Rates
Table of Contents

| | |
|--|----|
| Administrative..... | 4 |
| Miscellaneous Applications & Fees | 4 |
| Freedom of Information and Protection of Privacy (FOIP) requests..... | 5 |
| Water & Wastewater Utility | 6 |
| Bulk Water | 7 |
| Recycling | 7 |
| Garbage..... | 7 |
| Cemetery..... | 8 |
| Operational Services | 9 |
| Transportation Routing and Vehicle Information System – Multi Jurisdiction (TRAVIS-MJ) | 9 |
| Fire Services and Personnel | 10 |
| Parks Equipment..... | 11 |
| Sports Field User Fees..... | 12 |
| Arena Rates..... | 13 |
| Crossfield Community Centre..... | 14 |
| Animal Control | 15 |
| Business Licenses | 15 |
| Development Permits | 16 |
| Sign Permits | 16 |
| Statutory Plans..... | 17 |
| Amendment (Land Use Bylaw Redesignation) | 17 |
| Subdivision..... | 17 |
| Redesignation or Subdivision Application Withdrawal | 17 |
| Grade Slip..... | 18 |
| Stripping and Grading Permits..... | 18 |
| Building/Demolition Permits | 19 |
| Minimum Project Value Calculator (Commercial – Building)..... | 19 |
| Electrical Permits | 20 |
| Gas Permits..... | 21 |
| Plumbing Permits..... | 21 |
| Private Sewage Permits | 21 |
| Misc. Inspection Permits..... | 22 |

Schedule A Fees & Rates

Administrative

| GST | Service Description | Fee |
|-----|---|-------------------|
| T | A copy of any bylaw or resolution or a part thereof written or printed or otherwise reproduced and used the seal of the Municipality certified to be a true copy by the Chief Administrative Officer. | \$2.00/ Page |
| T | Administrative Personnel | \$30.00/hour |
| T | Computer printed sheets | \$1.00/page |
| T | Public Request of Photocopies | \$1.00/copy |
| T | Tax records (photocopy/emailed) | \$1.00/page |
| | Inspection of the Assessment Roll | No Charge |
| E | NSF Charges | \$38.00 |
| E | Property Tax Assessment Complaint (Local Assessment Review Board) | \$100.00/property |
| E | Composite Assessment Complaint | \$250.00/property |
| | Tax Certificates | \$43.00/property |
| | RUSH Tax Certificates (within 3 business days) | \$65.00 /property |

Miscellaneous Applications & Fees

| GST | Service Description | Fee |
|-----|--|--------------------|
| E | Zoning Confirmations Letter | \$100.00 |
| E | Environmental & Tax Roll File Search | \$100.00 |
| E | Condominium Certificate | \$55.00/unit |
| E | Encroachment Agreement | \$500.00 |
| E | Road Closure (permanent) | \$1,075.00 |
| E | Discharge of Caveat | \$50.00 |
| E | Public Hearing Advertising Fee | \$200.00 |
| E | Placement of containers, bins or receptacles on Town roadways | \$25.00/day/bin |
| E | Certificate of Compliance – non-residential property (within 14 business days) | \$165.00 /property |
| E | RUSH Certificate of Compliance - non-residential property (within 3 business days) | \$250.00/property |
| E | Certificate of Compliance – Residential property (within 14 business days) | \$108.00/property |
| E | RUSH Certificate of Compliance - Residential property (within 3 business days) | \$160.00/property |
| E | Request for removal of registered instruments from Title | \$26.00/title |
| T | Town of Crossfield Land Use Bylaw – Hard Copy | \$55.00 |

Freedom of Information and Protection of Privacy (FOIP) requests

NOTE: Alberta's FOIP legislation and regulations set out the services that a public body may charge when processing a request for access and the maximum fees that may be charged for each service. The Town of Crossfield's schedule is in accordance with sections 11,12,13 and 14 - Fees of the FOIP Regulation.

| GST | Service Description | Fee |
|--|---|----------------------------------|
| <i>Non-Personal Information</i> | | |
| E | Request for access to a record other than the applicant's own personal information | \$25.00 – non-continuing request |
| E | Continuing request for access to a record other than the applicant's own personal information | \$50.00 for a continuing request |
| E | In addition to the initial fee, fees in accordance with Schedule 2 of the FOIP Regulations may be charged if the amount of the fees, as estimated by the Town to which the request has been made, exceeds \$150.00. | |
| E | Where the amount estimated exceeds \$150.00 for general request. The total amount is charged | |
| <i>Personal Information</i> | | |
| E | Request for access to a record for an applicant's information | Free |
| E | Where estimated fees exceed \$10, for personal information request. The total amount is charged. | |
| E | Only fees for producing a copy of a record in accordance with items 3 to 6 of Schedule 2 of the FOIP Regulations may be charged if the amount of the fees as estimated by the Town to which the request has been made exceeds \$10. | |

Water & Wastewater Utility

Water and Sewer Utility and Residential Garbage and Recycling rates will be effective for March 25, 2025 billing.

| GST | Service Description | Fee |
|--|---|--|
| Residential & Commercial | | |
| E | Bi-Monthly minimum Service Charges – Residential & Commercial | \$57.16 for 22.7 m ³ |
| | Over the minimum 22.7 m ³ | \$3.95 per cubic meter (m ³) |
| | Minimum Utility Charge* – Single Detached/Semi-Detached/Townhouse dwelling units | 31.8 m ³ (7,000 gallons) |
| | Minimum Utility Charge* – Multi-dwelling units/commercial | Based on historical consumption |
| E | Wastewater Services | 75% of water charges levied |
| Industrial | | |
| E | Bi-Monthly minimum Service Charges – Industrial | \$70.60 for 22.7 m ³ |
| | Over the minimum 22.7 m ³ | \$4.40 per cubic meter (m ³) |
| | Minimum Utility Charge* – Industrial | Based on historical consumption |
| E | Wastewater Services | 95% of water charges levied |
| Administrative Rates | | |
| E | Paper Utility Bill - residents 60 years of age & over are exempt | \$2.00/bill |
| E | Meter Accuracy Test | \$500.00 |
| E | Water Service Callout (water turn on or shut off, data log request) | \$50.00 |
| | Administration Fee | |
| E | (new utility account utility services, off-cycle meter read, transferring of outstanding utility accounts to tax roll accounts) | \$55.00 |
| | Penalties on all amounts in arrears | 7% per Bi-monthly bill |
| Utility Service Connection Fees** | | |
| E | Water Service | \$1,500.00 per new connection |
| E | Wastewater Service | \$1,500.00 per new connection |

Water Meters: Purchasing of a Remote Water Read System must be completed at the Town Office. Fees for Remote Water read systems are subject to change due to fluctuations in market prices. Information regarding meter prices is available at the Town Administration Office.

***Minimum Utility Charge:** This charge is for properties receiving municipal water service where remote meter reading is not possible due to an obsolete meter or a missing meter. The minimum charge for single detached, semi-detached and townhouse dwelling units is based on the upper quartile consumption for these unit types. The minimum charge for multi-dwelling units, commercial and industrial properties is based on the most recent consumption data for that property when meter reads were possible. In accordance with the Town's Water and Wastewater Bylaw, each water service connection shall be measured by a meter. Properties without a water meter may be in contravention of the Water and Wastewater Bylaw and incur penalties in accordance with the bylaw.

****Utility Service Connection Fees:** Applied to all new connections to the Town water and wastewater system where the owner or any prior owner has not already paid a corresponding fee for connection, nor paid any corresponding developer charges, levies or costs.

Bulk Water

| GST | Service Description | Fee |
|-----|---------------------------|-----------------------|
| E | Bulk Water Rate | \$4.65/m ³ |
| | Administration Set up Fee | \$55.00 |
| | Re-connection fee | \$50.00 |

Recycling

| GST | Service Description | Fee |
|-----|--|---|
| E | Curbside Recycling - Residential | \$20.00 bi-monthly |
| E | Recycling Fee Commercial/Industrial | \$10.65 bi-monthly |
| | Blue Bin Contamination Charge | As outlined within the monthly service contract invoice |
| | Lost or Stolen Recycling Cart – 1 st Incident | No Charge |
| | Lost or Stolen Recycling Cart – 2 nd Incident | \$40.00 |
| | Lost or Stolen Recycling Cart Replacement thereafter | \$76.00 |
| | Damaged Recycling Cart Replacement caused by the services provider | At cart replacement cost |
| | Damaged Recycling Cart Replacement caused by property owner - 1 st incident | No Charge |
| | Damaged Recycling Cart Replacement caused by property owner 2 nd incident | \$40.00 |
| | Damaged Recycling Cart Replacement caused by Property owner thereafter | \$76.00 |

Garbage

| GST | Service Description | Fee |
|-----|--|--|
| E | Residential & Commercial weekly garbage pick-up** | \$31.75 bi-monthly |
| | Lost or Stolen Recycling Cart – 1 st Incident | No Charge |
| | Lost or Stolen Recycling Cart – 2 nd Incident | \$40.00 |
| | Lost or Stolen Recycling Cart Replacement thereafter | \$76.00 |
| | Damaged Recycling Cart Replacement caused by the services provider | At cart replacement cost |
| | Damaged Recycling Cart Replacement caused by the property owner - 1 st incident | No Charge |
| | Damaged Recycling Cart Replacement caused by the property owner 2 nd incident | \$40.00 |
| | Damaged Recycling Cart Replacement caused by the Property owner thereafter | \$76.00 |
| E | Transfer Site users | \$3.00/bag to a max of five (5) bags, thereafter \$25.00 for a ½ ton truck \$40.00 for over a ½ ton truck load. \$40.00 for large furniture, appliances. |

** Weekly garbage pick-up may be waived for commercial and Industrial businesses if the businesses provide to the Town Administration Office a copy of their written contract with an alternate service provider confirming that garbage pick-up services will be provided by a private firm.

Cemetery

| GST | Service Description | Fee |
|-----|---|--------------------------------|
| | Cemetery Plots | |
| T | Plot Purchase | |
| | Local Plot Purchases | \$1,000.00 |
| | Local Military Veterans Plot Purchases | \$750.00 |
| | Non-Local Plot Purchase | \$1,595.00 |
| | Non-local Military Veterans Plot Purchases | \$1,200.00 |
| | Province of Alberta Funeral Benefits | \$1,755.00 |
| T | Internment | |
| | Summer (April 1 to October 31) | |
| | Local Open and Close Plot (Full Casket) | \$600.00 |
| | Non-local Open and Close Plot (Full Casket) | \$750.00 |
| | Local Open and Close Plot (Cremations) | \$380.00 |
| | Non-local Open and Close Plot (Cremations) | \$525.00 |
| | Winter (Nov 1 to March 31) | |
| | Local Open and Close Plot (Full Casket) | \$900.00 |
| | Non-local Open and Close Plot (Full Casket) | \$1,088.00 |
| | Local Open and Close Plot (Cremations) | \$580.00 |
| | Non-Local Open and Close Plot (Cremations) | \$720.00 |
| | Heritage Section | |
| | (Open and Close Plot (Full Casket*)) | \$1,088.00 |
| | Open and Close Plot (Cremations) | \$720.00 |
| | *Full casket internment within the Heritage Section will be considered on a case-by-case basis to ensure compatibility with requirements due to the age of this area. | |
| T | Disinterment | |
| | Casket | \$1,595.00 |
| | Cremation (Urn) | \$600.00 |
| T | Monument Placement Permit | \$120.00 |
| | Additional Charge | \$400.00 |
| | <i>For services held on a weekend, afterhours or on a statutory holiday</i> | |
| | Columbarium Niches | |
| | Columbarium Niches (h) 11 ¼" x (w) 11 ¼" x (d) 15 ½" <i>(Includes Niche for 2 people, 1st Opening and Closing of Niche, Niche Plate Wreath purchase and perpetual care).</i> <i>Niche Plate Wreath must be ordered at time of Niche purchase</i> | \$2,320.00 |
| T | 2 nd Open & Close of Niche | \$150.00 |
| | Niche Plate Wreath updates/changes (including date tabs) | Market value at time of update |
| T | Disinterment | |
| | Cremations (Columbarium niche) | \$250.00 |

Operational Services

| GST | Service Description | Fee |
|-----|---|---|
| T | #6 Kenworth Tandem Gravel Truck | \$260.00/hour |
| T | #7 Street Sweeper | \$250.00/hour |
| T | #8 Truck and Operator | \$135.00/ hour |
| T | #9 Ford ½ Ton | \$145.00/ hour |
| T | #12 Truck and Foreman | \$165.00/hour |
| T | #13 1 Ton truck w/dump box | \$200.00/ hour |
| T | # 18 JCB 2145 Backhoe | \$270.00/hour |
| T | #23 18 Flat Deck trailer | \$76.00/hour |
| T | #40 Portable Steamer | \$130.00/hour |
| T | #101 140H Cat Grader | \$360.00/hour |
| T | #102 International 5 Ton chips (full load 4 tons) | \$260.00/hour \$61.00/ton |
| T | #103 Sewer Flushing | \$262.00/hour |
| T | #104 Skid Steer | \$200.00/hour |
| T | #109 Line Painter | \$150.00/hour |
| T | #110/111 22" Weed Trimmer | \$96.00 each/yr |
| T | Barricades (max 10) | \$54.00/day |
| T | 2" 110 Volt Pump | \$66.00/hour |
| T | Sewer Camera | \$240.00/usage Evening/Weekends \$360.00/usage |
| T | Skid Steer with powered attachments | \$230.00/hour |
| T | Cat Wheel Loader | \$250.00/hour |
| T | Cat Snow Blower | \$230.00/hour |
| T | Walk behind gas power broom | \$85.00/hour |
| T | Backpack blower | \$65.00/hour |
| T | Personnel Rates | \$40.00 /hour |

All equipment will be charged per hour and at a 1-hour minimum.

Transportation Routing and Vehicle Information System – Multi Jurisdiction (TRAVIS-MJ)

| GST | Service Description | Fee |
|-----|---------------------|----------------|
| T | Fixed Municipal Fee | \$25.00/permit |
| T | Cancellation Fee | \$25.00/permit |

Fire Services and Personnel

| GST | Service Description | Fee | Alberta Transportation Fees Fees are charged for first full hour then by ¼ hours |
|-----|--|---|--|
| E | 154 Aerial | \$955.00/hour | As outlined from Alberta Transportation and subject to change from time to time. |
| E | 154 Bush Buggy | \$415.00/hour | |
| E | 154 Engine | \$955.00/hour | |
| E | 154 ERU | \$415.00/hour | |
| E | 154 Fire Engine | \$955.00/hour | |
| E | 154 Rescue | \$955.00/hour | |
| E | 154 Tender | \$955.00/hour | |
| E | 155 Engine | \$955.00/hour | |
| E | 155 Bush Buggy | \$415.00/hour | |
| E | Fire Personnel – (Paid on Call) | \$85.00/hour | |
| T | Fire Hall Rental for Training Room | \$85.00/day \$58.00/half day | |
| E | Fire Permit | \$80.00 | |
| E | Fire Investigation (Town of Crossfield Boundaries only) | \$100.00/hour + expenses and third-party costs | |

Parks Equipment

| GST | Service Description | Fee |
|-----|--------------------------------|---------------------------|
| T | #200 John Deere 110 Tractor | \$170.00 /hour |
| T | Kubota ZD 331 Zero Turn Mower | \$160.00/hour |
| T | John Deere Rough Cut Mower | \$210.00/hour |
| T | Kubota RTV x 1100c | \$120.00/hour |
| T | Toro Self-Propelled Push Mower | \$96.00/mower/hour |
| T | Weed Whipper, Gas Powered | \$96.00/weed whipper/hour |
| T | Walk behind snow blower | \$85.00/hour |
| T | Echo Rototiller | \$121.00/hour |
| T | Parks Truck | \$145.00/hour |
| T | Personnel Rates | \$40.00/hour |

All equipment will be charged per hour at a 1-hour minimum.

Sports Field User Fees

| GST | Service Description | Fee |
|-----|--|---------------------------|
| | Ball Diamonds <i>"Use" is defined as a maximum 3-hour time slot</i> | |
| | Minor Baseball | |
| T | Local | \$12.50 /use |
| T | Non-local | \$25.00/use |
| | Slo-Pitch | |
| T | Local - league | \$29.00/use |
| T | Non-local - league | \$40.00/use |
| | Non-local | \$68.00/use |
| | Adult/Private | |
| T | Local | \$40.00/use |
| | Non-local | \$68.00/use |
| | Tournaments: | |
| T | Local - Youth | |
| | Full Day (greater than 4 hrs) | \$93.50/full day/diamond |
| | Half Day (4 hrs or less) | \$50.00/half day/diamond |
| T | Non-local - Youth | |
| | Full Day (greater than 4 hrs) | \$110.00/full day/diamond |
| | Half Day (4 hrs or less) | \$60.00/half day/diamond |
| T | Local - Adult | |
| | Full Day (greater than 4 hrs) | \$132.00/full day/diamond |
| | Half Day (4 hrs or less) | \$70.00/half day/diamond |
| T | Non-local - Adult | |
| | Full Day (greater than 4 hrs) | \$200.00/full day/diamond |
| | Half Day (4 hrs or less) | \$115.00/half day/diamond |
| | Ball Diamond One Time Rentals | |
| T | Local | \$40.00/use |
| T | Non-local | \$68.00/use |
| | Soccer Field | |
| | Local - Youth | \$10.00/use |
| | Non-local - Youth | \$20.00/use |
| | Local - Adult | \$20.00/use |
| | Non-local - Adult | \$30.00/use |
| | Pickleball | |
| | Adult/Youth | \$10.00/use |

Arena Rates

| GST | Service Description | Fee |
|-----|--|--------------------------|
| | | Rental Rate |
| | Ice Surface | |
| T | Local Minor Hockey and Figure Skating | \$131.50 /hour |
| T | Men's and Ladies Hockey | \$171.00 /hour |
| T | Non-Prime Time Ice | \$105.00/hour |
| T | Non-Local | \$217.50 /hour |
| | | Other Rates |
| T | Dry pad floor rate (e.g., Lacrosse, floor hockey) | \$90.00/hour |
| T | Dry pad floor rate – Daily Rate (e.g., non – recreational activities, fundraisers, tradeshow, etc.) Max 8 hours (over 8 hours will be charged the hourly rate) | \$756.00 |
| T | Lions Loft | \$100.00/day |
| T | Lions Loft Hourly Rate | \$32.00/hour |
| T | Lions Loft Damage Deposit – Full Day | \$300.00 |
| T | Ag Room (non-user group) | \$32.00/meeting |
| | | Arena Advertising |
| | Arena Boards | |
| | One year | \$300.00/year/sign |
| | Two years | \$250.00/year/sign |
| | Installation Cost (one-time fee) | \$50.00 |
| | Behind Benches Wall Boards | |
| | One year | \$350.00/year/sign |
| | Two years | \$300.00/year/sign |
| | Installation Cost (one-time fee) | \$50.00/application |

Arena Rates will be effective for the 2025-2026 season, starting August 1, 2025.

Crossfield Community Centre

| GST | Service Description | Fee |
|-----|--|---------------|
| | Main Hall (includes Kitchen) | |
| T | Local Users | \$795.00 |
| T | Local Weekend Rate (Friday 3 p.m. to Sunday 12:00p.m.) | \$1,117.00 |
| T | Non- Local | \$1,500.00 |
| T | Out-of-Town Weekend Rate (Friday p.m. to Sunday 12:00 p.m.) | \$1,850.00 |
| T | Early Set-Up (Day before event at 3 p.m. Includes kitchen) | \$215.00 |
| T | Late Clean-Up (Day after event until 12:00 p.m. Includes kitchen) | \$215.00 |
| | Damage Deposits | |
| E | Local Damage Deposit | \$1,000.00 |
| E | Non-Local Damage Deposit | \$5,000.00 |
| | Multi-Purpose Room | |
| T | Local Users | \$200.00 |
| T | Non-Local Users | \$375.00 |
| T | Add Kitchen with Room Rental | \$110.00 |
| T | Early Set-Up (Day before the event at 3 p.m.) | \$80.00 |
| T | Late Clean-Up (Day after the event until 12:00 p.m.) | \$80.00 |
| | Damage Deposits | |
| | Local Damage Deposit: | \$500.00 |
| | Non-Local Damage Deposit: | \$2,000.00 |
| | Arts & Crafts Room | |
| T | Local Users | \$75.00 |
| T | Non-Local Users | \$225.00 |
| T | Early Set-Up (Day before the event at 3 p.m.) | \$38.00 |
| T | Late Clean-Up (Day after the event until 12:00 p.m.) | \$38.00 |
| | Damage Deposits | |
| | Local Damage Deposit | \$250.00 |
| | Non-Local Damage Deposit | \$1,000.00 |
| | Funeral & Event Rate (Main Hall & Kitchen) (Mon. – Thurs. 10:30 a.m. – 5:30 p.m.) | |
| T | Local User | \$500.00 |
| | Local Damage Deposit | \$500.00 |
| T | Non-Local Users | \$750.00 |
| | Non-Local Damage Deposit | \$2,000.00 |
| | Half Day Rentals (Main Hall & Kitchen) (Max 4 hours) | |
| | Local Users | \$395.00 |
| | Local Damage Deposit | \$400.00 |
| | Non-Local Users | \$500.00 |
| | Non-Local Damage Deposit | \$600.00 |
| | Other Rates | |
| T | Kitchen Use Only | \$215.00 |
| | Kitchen Use Damage Deposit | \$500.00 |
| | Hourly Rate Max = 3 hours(weekly programming) +3 hours = charged daily rate for that room) | |
| T | Local | \$26.00/hour |
| | Non-Local | \$32.00/hour |
| T | Security for Out-of-Town Rentals (2 guards) | \$75.00/hour |
| T | Security for Out-of-Town Rentals (2 guards) – STAT Holiday | \$105.00/hour |
| T | Cleaning Surcharge (withdrawn from Damage Deposits) | \$250.00/hour |
| | Lost Hall Keys (per set – front door key & room key) | \$60.00 |

Animal Control

| GST | Service Description | Fee |
|-----|-------------------------|----------------------------------|
| E | Spayed or Neutered Dogs | \$25.00 /dog –Annually Jan- Dec |
| E | Other | \$40.00 /dog –Annually Jan – Dec |
| E | Replacement Tag | \$2.00/tag |
| E | Restricted Dog License | \$105.00/dog |

Business Licenses

| GST | Service Description | Fee |
|-----|--|----------|
| E | In Town Business | \$75.00 |
| | Out of Town Business | \$105.00 |
| E | After July 1 of the calendar year (Pro-rated licensing fee for new In town businesses only) | \$35.00 |
| E | Temporary Business License (72 hrs) | \$45.00 |

Development Permits

| GST | Service Description | Fee |
|-----|--|----------------------------------|
| | Residential | |
| | New Construction | |
| | Single Detached/Duplexes/Semi- Detached | \$250.00 |
| | Single Detached (with Secondary Suites) | \$400.00 |
| | Modular Home/Manufactured homes/Pre-Fabricated homes | \$200.00 |
| | Triplex/Fourplex | \$300.00 + \$50.00/dwelling unit |
| | Apartments/Attached Housing/Dwelling Groups | \$300.00 + \$50.00/dwelling unit |
| | Discretionary Uses/Variances | \$300.00 |
| | (except on existing development where a variance is granted to a non-conforming building in which case there is no charge) | |
| | Addition Includes: Addition to home, mobile home, deck expansion, run room, deck enclosure | \$300.00 |
| | Accessory Building | \$100.00 |
| | Secondary Suite to an existing residential building | \$500.00 |
| | Residential Move On – In-Fill | \$350.00 |
| | Fence Construction/Misc. (i.e. new driveway) | \$75.00 |
| | Home Occupations/Home Offices | \$120.00 |
| | Non-Residential | |
| | New Construction Industrial/Commercial/Mixed Use | \$1,500.00 |
| | Addition and Renovations | \$320.00 |
| | Accessory Building | \$250.00 |
| | Variances | \$300.00/variance |
| | (except on existing development where a variance is granted to a non-conforming building in which case there is no charge) | |
| | Mobile and temporary food vendors/trucks & mobile and temporary sales and services | \$120.00 |
| | Change of Use or Name | |
| | Change of Use – Commercial | \$250.00 |
| | Change of Use – Industrial | \$250.00 |
| | Change of Name | No Charge |
| | Misc. | |
| | Development Permit (Pre-submission Review with Planners/Engineers) | \$225.00 |
| | Development Appeal Fee | \$250.00 |
| | Demolition | \$100.00 |

Sign Permits

| GST | Service Description | Fee |
|-----|---------------------|---------------|
| E | Sign Permits | \$110.00/sign |

Statutory Plans

| GST | Service Description | Fee |
|-----|--|------------|
| E | Area Structure Plan Review | \$7,500.00 |
| E | Amendments (MDP, ASP, LUB) | |
| | Minor (no changes in use or density) | \$3,000.00 |
| | Major (new districts, change in use, change in density,) | \$5,000.00 |

Amendment (Land Use Bylaw Redesignation)

| GST | Service Description | Fee |
|-----|---|----------------------|
| E | Flat fee for the first 5 lots | \$2,000.00 |
| E | <u>Plus, per lot</u> fee for each additional up to 50 lots | \$250.00 |
| E | <u>Plus, per lot</u> fee for each additional lot thereafter | \$100.00 |
| E | Municipal and Institutional District/Urban Reserve | \$1,085.00/district |
| E | Direct Control District | \$2,000.00 /district |

Subdivision

| GST | Service Description | Fee |
|-----|---|-------------------------------|
| E | Subdivision Application | \$2,500.00 + \$190.00/new lot |
| E | Subdivision – Instrument (subdivision of existing lots) | \$2,500.00 |
| E | Subdivision Approval Time Extension | \$200.00 |
| E | Subdivision Appeal Fee | \$1,000.00 |
| E | Subdivision Endorsements | |
| E | Per lot fee, first 10 lots | \$500.00 |
| E | Per lot fee for each additional lot | \$75.00 |
| E | Per unit fee for Building Condominium Plan | \$100.00 |

Redesignation or Subdivision Application Withdrawal

| GST | Service Description | Fee |
|-----|--|----------------|
| | Application is withdrawn prior to file circulation | 85% fee refund |
| | Application is withdrawn during or after circulation and before staff report is complete | 50% fee refund |

Grade Slip

| GST | Service Description | Fee |
|-----|---|------------|
| E | Grade Slip Deposit <i>(for new residential development per current grade slip bylaw)</i> | \$1,000.00 |
| E | Grade Slip - Administration Fee (non-Refundable) <i>(for review of As Constructed Grade Certificate)</i> | \$250.00 |
| E | Grade Slip – Filing Extension Application Fee (non-refundable) | \$100.00 |
| E | Grade Slip - Filing Extension Application Fee <i>(after Notice of non-compliance has been completed)</i> | \$250.00 |
| T | Residential Grade Re-Inspection Fee | \$500.00 |

Stripping and Grading Permits

| GST | Service Description | Fee |
|-----|---|------------|
| E | Stripping and Grading Permits- if separate from Development Agreement (less than 20 acres) | \$1,000.00 |
| E | Stripping and Grading Permit- if separate from Development Agreement (more than 20 acres) | \$2,500.00 |

Building/Demolition Permits

| GST | Service Description | Fee |
|-----|---|--------------|
| | Building Permit Fee – Residential – New Construction | \$ per sq ft |
| E | Main Floor | \$0.95 |
| E | Finished Basement | \$0.55 |
| E | Unfinished Basement | \$0.35 |
| E | Additional Floors | \$0.65 |
| E | Secondary Suite | \$0.60 |
| E | Garage/Shed/Accessory | \$0.65 |
| E | Deck - uncovered | \$0.40 |
| E | Deck - covered | \$0.50 |
| E | Fireplace/Woodstove | \$165 |
| E | Minimum Fee | \$165 |
| | Renovations | |
| E | Basement Development | \$0.40 |
| E | General/ Interior Renovations | \$0.50 |
| | Other | |
| E | Mobile Home/ Ready to Move | \$0.35 |
| E | Residential Solar Panels | \$165.00 |
| E | Demolition | \$125.00 |

Building Permit Fee Schedule - Commercial

| | |
|--------------------------|-------------------------------------|
| New work and renovations | \$8.00/\$1,000.00 of project value* |
| Minimum Fee | \$200.00 |

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

**Project value to be verified by industry calculator as included in this bylaw as a minimum project cost.*

Minimum Project Value Calculator (Commercial – Building)

| GST | Service Description | Value per Sq. Ft. |
|-----|--|-------------------|
| E | Alterations, Additions, renovations - All | \$80.00 |
| E | Commercial Buildings (Offices, restaurants, strip malls warehouses) | \$135.00 |
| E | Institutional Buildings (Churches, hotels, schools, high rise apartments) | \$185.00 |
| E | Hospitals | \$220.00 |
| E | Parkades - above or below ground | \$125.00 |
| E | Shops (Insulated/engineered) / industrial storage units | \$55.00 |
| E | Pole sheds, Shops (Insulated, not engineered) | \$28.00 |
| E | Shops (Not insulated) | \$18.00 |

Electrical Permits

| GST | Service Description | Fee |
|-----|---------------------|-----|
|-----|---------------------|-----|

Electrical Permit Fee – Residential

| | | |
|---|----------------------|----------------------------|
| E | New work/Renovations | \$.18/sq ft of wired space |
| E | Service Connection | \$125.00 |
| E | Panel Change | \$150.00 |
| E | Temporary Service | \$125.00 |
| E | Hot Tub | \$140 |
| E | Air Conditioner | \$140 |
| E | Solar Panels | \$140 |
| E | Minimum Fee | \$125.00 |

Electrical Permit Fee – Commercial/Public / Industrial

Value of Material & Labor

| | | |
|---|-----------------|-----------------------------|
| E | Minimum Fee | \$175.00 |
| E | 0-1,000 | \$175.00 |
| E | 1,001-2,500 | \$215.00 |
| E | 2,501-5,000 | \$285.00 |
| E | 5,001-10,000 | \$390.00 |
| E | 10,001-15,000 | \$485.00 |
| E | 15,001-20,000 | \$570.00 |
| E | 20,001-30,000 | \$725.00 |
| E | 30,001-40,000 | \$895.00 |
| E | 40,001-50,000 | \$1,060.00 |
| E | 50,001-75,000 | \$1,250.00 |
| E | 75,001-100,000 | \$1,445.00 |
| E | 100,001-125,000 | \$1,615.00 |
| E | 125,001-150,000 | \$1,785.00 |
| E | 150,001-200,000 | \$2,125.00 |
| E | 200,001-250,000 | \$2,295.00 |
| E | 250,001-300,000 | \$2,495.00 |
| E | 300,001-400,000 | \$2,895.00 |
| E | 400,001-500,000 | \$3,265.00 |
| E | Over 500,000 | \$3,265.00 + \$6.25/\$1,000 |

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Gas Permits

| GST | Service Description | Fee |
|-----|---|--|
| E | Gas Permit - Residential | \$90 + \$10/ outlet |
| | Gas Permit – Commercial/Public/Industrial | |
| | Total BTU's | |
| E | 0-100,000 | \$110.00 |
| E | 100,001-200,000 | \$135.00 |
| E | 200,001-400,000 | \$165.00 |
| E | 400,001-600,000 | \$200.00 |
| E | 600,001-800,000 | \$230.00 |
| E | 800,001-1,000,000 | \$265.00 |
| E | 1,000,001 and over | \$265.00+ \$15.00/100,000 BTU's over 1 million |
| | Misc. | |
| E | Propane Tank Set | \$110.00 |
| E | Temporary Heat | \$130.00 |
| E | Air Test | \$110.00 |
| E | Furnace Replacement | \$150.00 |
| E | Service Re-connection | \$180.00 |

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Plumbing Permits

| GST | Service Description | Fee |
|-----|---------------------|------------------------|
| E | Plumbing Permit | \$100 + \$10 / fixture |
| E | Service Connection | \$150.00 |

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Private Sewage Permits

| GST | Service Description | Fee |
|-----|---|----------|
| E | Holding Tank | \$235.00 |
| E | Septic Field, Mound, Packaged Treatment Plant | \$450.00 |

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Misc. Inspection Permits

| GST | Service Description | Fee |
|-----|---|--|
| | | Prior to Plans review: 80% refunded, Minimum of \$100.00 |
| E | Cancellation Fee: Building Permits/Applications | Review Complete or Permit Issued: 50% Refunded, minimum of \$100.00 |
| | | Any inspections conducted: 20% refund, minimum of \$100.00 Prior to Plans review: 80% refunded, Minimum of \$100.00 |
| E | Cancellation Fee: Utility Permits/Applications | Review Complete or Permit Issued: 50% Refunded, minimum of \$100.00 |
| | | Any inspections conducted: 20% refund, minimum of \$100.00 |
| E | Expiry | \$0 refund |
| E | Extension – 1 year (as per the timeframe noted within Muni QMP and Permit Conditions) | \$150.00 |
| E | Re-opening File to add VOC (after 90 days from closure or after permit expiry date noted on permit) | \$100.00 |
| E | Work started before permit | Double permit fee |
| E | Additional Inspections | \$250.00/inspection |

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560