

**TOWN OF PEACE RIVER
BYLAW NO. 2036**

**BEING A BYLAW OF THE TOWN OF PEACE RIVER IN THE PROVINCE
OF ALBERTA FOR THE PURPOSE OF ESTABLISHING FEES FOR THE
PROVISION OF VARIOUS SERVICES AS WELL AS INFORMATIONAL
SERVICES THAT DO NOT FALL WITHIN THE *FREEDOM OF
INFORMATION AND PROTECTION OF PRIVACY ACT* AND TO REPEAL
BYLAW 2001**

WHEREAS pursuant to Section 7(f) of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto (hereinafter referred to as "the Act"), Council may pass a Bylaw establishing fees for the provision of services;

AND WHEREAS the Council of the Town of Peace River deems it desirable to charge fees for the provision of various services including informational services that are not pertaining to the *Freedom of Information and Protection of Privacy Act*;

NOW THEREFORE be it resolved that under the authority of the *Act*, the Council for the Town of Peace River in the Province of Alberta duly assembled, hereby enacts as follows:

TITLE

1. This Bylaw may be cited as the "Fees and Charges Bylaw".

SEVERABILITY

2. If any provision of this Bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this Bylaw or any documents which form part of this Bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

FEES

3. The fees as set out in Schedules A, B, C, and D attached to and forming part of the Bylaw:
 - a) Schedule "A" – Corporate Services Department
 - b) Schedule "B" – Community Services Department
 - c) Schedule "C" – Engineering Department
 - d) Schedule "D" – Protective Services Department

REPEAL

4. Bylaw No. 2001 is hereby repealed.

EFFECTIVE DATE

5. This Bylaw shall come into force and have effect from and after June 1, 2018.

READ A FIRST TIME this 14 day of May, 2018.

READ A SECOND TIME this 14 day of May, 2018.

READ A THIRD AND FINAL TIME this 28 day of May, 2018.

SIGNED by the Mayor and Chief Administrative Officer this 28 day of May, 2018.



Thomas Tarpey
Mayor



Christopher J. Parker
Chief Administrative Officer

Schedule "A"
CORPORATE SERVICES DEPARTMENT

Administrative Fee (e.g. for research or production of information)
First 30 minutes FREE
After 30 minutes \$35.00 / hour + GST

Business Listing \$25.00 + GST
Based upon business license accounts.

Election: Candidate's Deposit \$25.00
Refundable pursuant to conditions in the Local Authorities Election Act, Section
30(2).

Flag, Town of Peace River \$103.00* + GST
* Subject to ACTUAL costs. Price is for current stock only.

NSF (Non-Sufficient Funds) Charge \$20.00 / NSF cheque

Parking Stall Monthly Rental \$25.00 / stall

Photocopies of Town Documents
Black & White \$0.25 / side + GST
Colour \$0.50 / side + GST

Reports/Studies (e.g. Land Use Bylaw, Municipal Development Plan)
Printed Copy \$25.00 + GST

Shipping of Town Documents (if over \$5 in postage) Current Postage Rate

Where applicable, other services provided by the Town of Peace River but which
are not listed in this Bylaw or in any other Bylaw or policy will be provided at cost
plus the Administrative Fee.

ASSESSMENT & TAXATION SERVICES

Assessment/Tax Notice Reprints* \$7.50 / reprint
* Excluding current year's notice.

Local Improvement Payout Calculations
Estimate FREE
Exact Payout Calculation \$15.00 / property

Tax Certificates

Regular Request \$20.00 / certificate
Rush Request (within 2 business days**) \$35.00 / certificate
Regular Request WITH Verbal Confirmation \$35.00 / certificate
** Subject to availability of Taxation Clerk.

Tax Recovery Notification or Lien \$60.00 / notification or lien
To be charged onto the corresponding tax roll account.

PLANNING & DEVELOPMENT SERVICES

Appeals, Development and Subdivision \$225.00
Payable at time of appeal. Refundable if Subdivision and Development Appeal Board find in favour of the appellant.

Area Structure Plan Application Fee \$750.00
Payable at time of application.

Compliance Certificates

Regular Request (within 5 business days) \$50.00 / certificate
Rush Request (within 2 business days*) \$150.00 / certificate
* Subject to availability of Development Officer.

Development Permit Application Fees

Change of Use of Building or Site \$100.00
Garage, Deck, Shed, or other accessory structure \$50.00
Home Occupation \$50.00
Sign \$50.00
Relocated Buildings \$250.00
Residential Dwelling (extension) \$50.00
Single Detached Dwelling \$100.00
Duplex, Semi-Detached Dwelling, Townhouse,
Apartment up to 3 units, or
Condominium up to 3 units \$100.00
Apartment (4 units or more) or
Condominium (4 units or more) \$250.00
Commercial, Industrial,
or Community Building (extension) \$150.00
Commercial, Industrial,
or Community Building (new building) \$250.00
Special Events \$50.00

Additional Application Fees:

Variance Request* \$50.00
 *Request within Development Officer's discretionary authority.

Discretionary Use and/or Variance Request* ... \$150.00
 *Request to go before the Municipal Planning Commission.

All other permits \$50.00

Development started without a permit Application Fee Doubled
 plus
 Payable at time of application. Stop Order until
 Development Approved.

Encroachment Agreement Fees

Residential Flat Rate	Up to 500 Sq. Ft.	500 – 1000 Sq. Ft.
Under ¼ of Assessed Age Life	\$125.00/year	\$250.00/year
Between ¼ & ½ of Age Life	\$60.00/year	\$125.00/year
Between ½ & ¾ of Age Life	\$40.00/year	\$50.00/year
Over ¾ of Age Life	\$20.00/year	\$25.00/year

Commercial Flat Rate	Up to 500 Sq. Ft.	500 – 1000 Sq. Ft.
Under ¼ of Assessed Age Life	\$400.00/year	\$800.00/year
Between ¼ & ½ of Age Life	\$200.00/year	\$400.00/year
Between ½ & ¾ of Age Life	\$100.00/year	\$200.00/year
Over ¾ of Age Life	\$50.00/year	\$100.00/year

Environmental Search/Site Assessment Fee \$35.00 / hour + GST

Road Closure Application Fee \$750.00
 Payable at time of application.

Statutory Plan Amendment Application Fee \$750.00
 To amend ANY Statutory Plan including Land Use Bylaw, Municipal Development Plan, Area Structure Plan; single fee for the amendment regardless of the number of documents to be amended. Payable at time of application.

Schedule "B"
COMMUNITY SERVICES DEPARTMENT

HOME SUPPORT SERVICES

Other Rates – Based Upon Net Family Income*

Up to \$1,000 / month.....	\$5.00 / hour
Up to \$1,300 / month.....	\$7.00 / hour
Up to \$1,600 / month.....	\$8.00 / hour
Up to \$1,900 / month.....	\$9.00 / hour
Up to \$2,200 / month.....	\$10.00 / hour
Up to \$2,500 / month.....	\$11.00 / hour
Up to \$2,700 / month	\$13.00 / hour
Up to \$3,000 / month	\$15.00 / hour
Veteran Affairs or Up to \$3,300 / month	\$17.00 / hour
Up to \$3,600 / month	\$19.00 / hour
Up to \$3,900 / month	\$22.00 / hour

*A minimum of two hours will be billed to client.

Family income determined on the formula used to arrive at LINE 236 on the Federal Income Tax. It is the client's privilege to withhold financial information and pay the maximum charge.

Invoice will be issued the first week of every month for previous month's service provided.

Mileage

- Charged to clients that live outside of the immediate Town of Peace River municipal boundaries.
- Rate to be consistent with the current Municipal mileage fee.

MEALS ON WHEELS PROGRAM

Hot Meal	\$7.00 GST included
Frozen Meal.....	\$5.00 GST included

MUSEUM SERVICES

Photocopying	\$0.35 / page
Research Fee	
First 30 minutes.....	FREE
After 30 minutes	\$20.00 / hour

Shipping charges are at the current postage rate.

Archive Services

Digital Photos (non-commercial use)

Scan and Email\$10.00 each
Scan to CD\$10.00 each

Digital Photos (for one-time commercial use)

Scan and Email\$25.00 each
Scan to CD\$25.00 each

Newspaper Articles

Emailed full page
Self serve\$1.00 per page
Archivist doing the work\$4.00 per page
Printed letter sized sheet\$1.00 per page

Conservation Fees

Encapsulation of document or photo in archival clear plastic

letter size or smaller\$10.00
legal → 24x36 inch\$15.00
larger than 24x36 inch\$25.00

Humidification to flatten documents\$10.00
(per document or photo)

Facility Rental

Weddings\$25.00 + GST
Birthday Party\$40.00 + GST

Public Programming

School Tours (supervisors are free)\$1.00 / student

School Visits\$10.00 / visit
Out of Town visits to schools\$20.00 / visit

Education Kits and PowerPoint Presentations\$10.00 / kit* or
presentation

*Maximum two weeks for kits.

PARKS

Special Event Refundable Damage Deposit\$2,000.00

RECREATION & FACILITIES

Arena

Concession Rental\$306.00 / month + GST

Meeting Rooms

Adult\$19.20 / hour + GST

Youth (entirely comprised of youth under 18) ...\$14.95 / hour + GST

Current Arena User Groups who would like to use the meeting room while they have ice booked will not be charged, but MUST still notify Community Services to avoid double bookings. Individual/Groups or Organizations paying a fee per hour will be given priority, unless there is a game charging admission or a tournament booked.

Pro Shop Rental.....\$255.00 / month + GST

Public Skating (when not sponsored) – fees include GST

Adult\$3.00

Under 18\$2.00

Shinny Hockey\$6.00

Under 6FREE

Dry Pad Building Rental for Events (*excludes concession*) – Daily Rates

Dry Pad Rental Hourly Rate

Adult.....\$32.25* + GST

Youth.....\$21.30* + GST

*Rentals over 4 hours will be charged daily rate.

Commercial Activity (*incl. dance, concert, casino, circus, trade show*)

Rent\$1280.00 + GST

Damage Deposit\$500.00

Community or Service Groups (*when admission is charged/profit motivated function*)

Rent\$470.00 + GST

Damage Deposit.....\$300.00

Community or Service Groups (*when no admission is charged*)

Rent\$336.00 + GST

Damage Deposit\$300.00

Persons renting the dry pad arena floor space during the off season shall be allowed the use of the arena floor on the day before and/or the day after the event, at a reduced daily rate equal to one-half the normal daily rental rate. This provision is to accommodate extra time that the renter may need to set up and/or take down. It is

not intended for the purpose of running the event itself. It is the renter's responsibility to advise for extra days when booking.

Ice Rentals

Rental of Ice Surface (Non-prime time: Midnight to 3:30 p.m., Monday to Friday)

Adult\$90.80 / hour + GST
Youth (*entirely comprised of youth under 18*)\$53.75 / hour + GST
Schools (*as per Joint Use Agreement*)\$14.60 / hour + GST

Rental of Ice Surface (*all other times*)

Adult\$140.75 / hour + GST
Youth (*entirely comprised of youth under 18*)\$87.20 / hour + GST

Ice Maintenance Flood

All ice rentals will be charged an additional 15 minutes for ice maintenance flooding. This is a condition of rental.

Early Request for Summer Ice (Formerly Minor Hockey Use)

Charged at regular hourly rate. Will be charged a minimum of 14 hours per day regardless of time used for a minimum of 14 days.

Private Rental of Dressing Room

Rental of one dressing room with showers and washroom – private rentals not covered by user agreements

Rent\$44.80 / day + GST
Damage deposit for keys only (*refundable*)\$10.00

Arena Signage

Dasher boards \$300.00 / year per 3' x 8' space + GST
Championship banners Free (*erected by Town personnel annually*)
Photos, trophy cases Free (*organization is responsible for all maintenance*)
In-Ice Logo \$500.00 / year per 6' x 8' or larger*
+GST
\$250.00 / year per 5' x 7' or smaller
+GST

***NO charge for a user group's logo if the organization paints it themselves. The Town of Peace River supplies the paint; organization supplies the stencil and labour.**

***Signage fee must be paid in full before a sign will be installed. Per year refers to the current ice season August-March.**

Zamboni advertising..... \$250.00 / ad per current ice season + GST
(2) ads 2' x 2', (4) ads 2' x 3'

Outdoor Ice Surface

Adult\$11.50 / hour + GST
Youth\$5.70 / hour + GST
Schools\$5.70 / hour + GST

Athabasca Hall

Art Gallery

Adult\$18.80 / hour + GST
Youth\$14.60 / hour + GST
Schools\$14.60 / hour + GST

Dance Studio

Adult\$18.80 / hour + GST
Youth\$14.60 / hour + GST
Schools\$14.60 / hour + GST

Main Hall/Stage Rental

Adult\$18.80 / hour + GST
Youth\$14.60 / hour + GST
Schools\$14.60 / hour + GST

Surcharge for concerts, productions, events or other uses that inhibit the use of another area of the building \$100.00 / day + GST

Long Term/Contract Users

Peace Players\$8323.00 / year + GST

Refundable Damage Deposit on all rentals\$300.00

Ball Diamonds

Advertising\$50.00 / sign per year + GST

*Signage fee must be paid in full before a sign will be installed. Per year refers to current season.

Adult Teams (age 18 and older)\$367.20 / team per season + GST

Minor Teams (entirely made up of youth under age 18) . \$88.45 / team per season + GST

Private Rental per Two Hour Game

Adult.....\$31.20 + GST
Youth.....\$15.60 + GST

Tournament Rental Fees

Individual Diamond Rental.....\$100.00 / weekend* + GST
Damage Deposit (refundable).....\$300.00
Concession Building at Ken Horneland\$100.00 / day + GST

*Weekend defined as Friday night after 6:30 pm-11 pm, Saturday 8am – 11 pm,
Sunday 8am – 6 pm.

Soccer / Football Fields

Adult (age 18 and older)\$31.20 / hour per field + GST
Youth (entirely made up of youth under age 18)\$15.60 / hour per field + GST
Paint Field Markings for Sports Groups\$300.00 per painting + GST
- The Town applies four field paintings per spring and fall season;
this fee is for requests for additional paintings

Swimming Pool

Admission

All admissions include GST except summer passes.

	Single Admission	Monthly Pass	6 Month Pass	Yearly Pass	10 Use (Save 10%)	Summer Pass
Family	\$11.40	\$85.45	\$311.35	\$560.25	N/A	\$122.60 + GST
Adult (18-59)	\$ 4.95	\$40.55	\$164.90	\$236.55	\$44.55	\$66.40 + GST
Seniors (60+)	\$ 3.35	\$26.10	\$109.70	\$157.50	\$30.30	\$46.00 + GST
Youth (8-17)	\$3.35	\$26.10	\$109.70	\$157.50	\$30.30	\$46.00 + GST
Preschool (4-7)	\$1.35	\$8.95	\$37.60	\$56.35	\$11.95	N/A
Tots (0-3)	FREE	FREE	FREE	FREE	FREE	FREE

Lessons and Courses

Specialty courses not listed will be advertised with applicable rates.

Children	Starfish to Swim Kids 3 (8-thirty minute lessons)	\$36.70
Youth	Swim Kids 4 to 10 (8-forty-five minute lessons)	\$42.85
Adult	Level 1, 2, 3 (8-forty-five to sixty minute lessons)	\$53.85*
Private Lessons	Hourly sessions, flexible	\$35.70*
Bronze Medallion / Bronze Cross/Bronze Star	20 hours each	\$112.20*
Standard First Aid / CPR or Child Care First Aid or Emergency First Aid	Weekend or weekday course 2 days	\$145.40*
Standard First Aid/ DPR or Child Care First Aid or Emergency First Aid Recert	8 hour recertification course	\$112.20*
CPR "C"	5 hours	\$86.00*
CPR "C" Recert	4 hours	\$66.30*
HCP	Health Care Provider 6 hours	\$86.00*
HCP Recert	5 hours	\$66.30*
NL (National Lifeguard)	Lifeguard Certification	\$280.50*
NL Recert	Lifeguard Recertification	\$86.00*
W.S.I.	Red Cross Swim instructor course	\$359.00*
W.S.I. Recert	8 hours	\$102.00*
Junior Lifeguard Club	8 classes No GST under 12 years old	\$76.50*
Babysitting	8 to 10 hours. No GST under 12 years old.	\$56.10*
LSI	Lifesaving Swim instructor course	\$244.80*
LSI Recert	Recertification	\$102.00*

***Plus GST. Note: Under Age 14, No GST.**

Pool Rental

Hourly Rate: Add \$20.00 + GST per guard for 2 or more guards.

Adult (18 to 60)	\$129.00*
Youth / Family	\$93.85*
Activity Room	\$20.80*
Joint Use Schools	\$41.20 (GST on Rec Swims)
Non-Joint Use Schools	\$59.25*
Swim Meet Rate	\$93.85*
Swim Clubs (Youth)	\$63.75*
Sponsored Swims (Charged to sponsor)	\$306.00
Single lane rental (prior approval required)	\$15.60*

***Plus GST. Specialty courses not listed will be advertised with applicable rates.**

TRANSPORTATION

Taxi Booklets\$15.00 / booklet

Schedule "C"
ENGINEERING DEPARTMENT

ENGINEERING

Maps and Plans	<u>Black & White</u>	<u>Colour</u>
Larger than 36" x 42"	\$20.00*	\$25.00*
36" x 42"	\$15.00*	\$20.00*
24" x 36"	\$10.00*	\$15.00*
11" x 17"	\$5.00*	\$5.00*
Smaller than 11" x 17"	\$2.00*	\$2.00*

***Plus GST**

Engineering Services

Creating Specialty Maps	Cost of Map plus Schedule "A"
	Administration Fee
Engineer Review of Drawings	Schedule "A" Administration Fee
GIS Access (subject to Director's approval)	\$50.00 annually

Work Orders

Provision of goods and services which are not normally provided by Public Works, Airport, Information Technology or any other department will be at the cost of labour, materials, equipment plus a 15% administration fee and GST. For example, cameraing or thawing of private lines are not a Town responsibility; however Public Works may do so if it is needed and requested by the homeowner.

WATER AND WASTEWATER

Water Keylock	
Water Deposit	\$50.00

Schedule "D"
PROTECTIVE SERVICES DEPARTMENT

RCMP SERVICES

Finger Prints\$15.00 + GST
Insurance/Lawyer Replies\$18.00 + GST