

**TOWN OF PEACE RIVER  
BYLAW NO. 2073**

**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 2064**

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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 and Infrastructure Department
  - d. Schedule "D" – Protective Services Department

**REPEAL**

4. Bylaw No. 2064 and any amendments are hereby repealed.

EFFECTIVE DATE

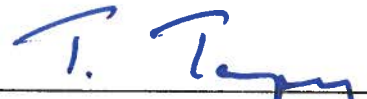
5. This Bylaw shall come into force and have effect on July 1, 2020.

READ A FIRST TIME this 22 day of June, 2020.

READ A SECOND TIME this 22 day of June, 2020.

READ A THIRD AND FINAL TIME this 22 day of June,  
2019.

SIGNED by the Mayor and Chief Administrative Officer this 23 day  
of June, 2020.



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.

**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**

GST included in all fees

Hot Meal .....	\$7.50
Frozen Meal .....	\$6.50
Soup .....	\$2.50
Boiled Eggs.....	\$5.00/7 eggs

**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**

2-Hour Event: \$50.00-\$100.00 (Please Call For Quote)

**Public Programming**

School Tours (supervisors are free)..... \$2.00 / student

School Visits..... \$25.00 / visit  
Out of Town visits to schools..... \$40.00 / 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**

**Baytex Energy Centre**

**Public Skating (when not sponsored) – fees include GST**

Adult ..... \$5.00  
Youth ..... \$3.00  
Family ..... \$10.00  
  
Under 3 ..... FREE  
Senior 65-74..... \$3.00  
Super Senior 75+ ..... no charge

Shinny Hockey.....\$5.00  
(Full Hockey Equipment to be worn during Shinny Hockey)

**Arena Dry Pad 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*)**

Daily Rate ..... \$1305.60 + GST  
Damage Deposit ..... \$500.00

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

Daily Rate ..... \$470.00 + GST  
Damage Deposit ..... \$300.00

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

Daily Rate..... \$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**

**Non -Prime Rate Rental of Ice Surface**

*(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

**Prime Rate Rental of Ice Surface**

*(Saturdays, Sundays and Monday to Friday 3:30 PM - Midnight)*

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**

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.

**Arena Signage**

Dasher boards.....\$350.00/ year per 3'x 8' space + GST  
*\*Signage fee must be paid in full before a sign will be installed. Per year refers to the current ice season August-March.*

Championship banners.....Free *(installed by Town personnel annually)*

In-Ice Logo (10' x 10').....\$500.00 / year per +GST

*\*Groups are responsible for having the logo made and any cost involved.*

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

**Multipurpose Room**

Rental ..... \$30.00 / hour + GST  
Daily rate (not for profit/community groups; max 8hours)..... \$150.00  
OR when hosting tournament seasonal user groups receive 50% off booking.



**Meeting Room**

Meetings ..... \$20.00 / hour + GST  
Current Seasonal User Groups may book the meeting room at no charge for one meeting per month, up to a maximum of 3 hours, for organization business

**Fieldhouse Court Rentals – GST INCLUDED**

All 3 Courts

Adult ..... \$75.00 / hour  
Youth ..... \$50.00 / hour  
Schools ..... \$45.00 / hour

Two Courts

Adult ..... \$50.00 / hour  
Youth ..... \$35.00 / hour  
Schools ..... \$30.00 / hour

One Court

Adult ..... \$25.00 / hour  
Youth ..... \$20.00 / hour  
Schools ..... \$15.00 / hour

**Fieldhouse Drop- in Program Fee – GST INCLUDED**

Adult ..... \$5.00  
Youth -(4 to 17 years) ..... \$3.00  
Student (w/valid student card)..... \$3.00  
Child Under 3) ..... n/a  
Senior 65-74 ..... \$3.00  
Super Senior 75+ ..... no charge  
Family Rate ..... \$10.00

**Running Track – GST INCLUDED**

Drop-In Fee (All ages) ..... \$2.00  
Super Senior 75+ ..... no charge  
10 Punch Pass (All ages) ..... \$18.00  
Monthly Membership ..... \$35.00

**Public Skate and Field House Punch Card for Drop-In Programs  
GST INCLUDED**

Youth & Senior Rate 10 Punch..... \$27.00  
Youth& Senior Rate 20 Punch..... \$51.00  
Adult Rate 10 Punch ..... \$45.00  
Adult Rate 20 Punch ..... \$85.00

Family 10 Punch..... \$90.00

**Athabasca Hall**

Lower Level – Gallery and Studio Inclusive

Adult ..... \$20.00/ hour + GST  
Youth ..... \$15.00 / hour + GST  
Schools ..... \$15.00 / hour + GST

Upper Level – Theatre, Stage & Bar Inclusive

Adult ..... \$20.00 / hour + GST  
Youth ..... \$15.00 / hour + GST  
Schools ..... \$15.00 / hour + GST

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

Long Term/Contract Users

Peace Players ..... \$8490.00 / year + GST

Refundable Damage Deposit on all rentals with alcohol being served \$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

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 .

	Single Admission	Monthly Pass	6 Month Pass	Yearly Pass	10 Use (Save 10%)	Summer Pass
Family	\$11.50	\$87.00	\$312.00	\$565.00	N/A	\$130.00
Adult (18-64)	\$5.00	\$41.50	\$166.00	\$238.00	\$45.00	\$71.00
Seniors (65+)	\$3.50	\$ 27.00	\$110.00	\$160.00	\$31.00	\$50.00
Youth (8-17)	\$3.50	27.00	\$110.00	\$160.00	\$31.00	\$50.00
Preschool (4-7)	\$1.50	\$9.25	\$38.00	\$57.00	\$13.50	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)	\$37.00*
Youth	Swim Kids 4 to 10 (8-forty-five minute lessons)	\$43.00*
Adult	Level 1, 2, 3 (8-forty-five to sixty minute lessons)	\$58.00*
Private Lessons	Hourly sessions No GST under 14 years old.	\$38.00*
Bronze Medallion / Bronze Cross/Bronze Star	20 hours each	\$120.00*
Standard First Aid / CPR or AEC	Weekend or weekday course 2 days	\$155.00
Standard First Aid/ CPR or AEC Recert	8 hour recertification course	\$120.00
CPR "C"	5 hours	\$92.00*
CPR "C" Recert	4 hours	\$71.00*
HCP	Health Care Provider 6 hours	\$92.00*
HCP Recert	5 hours	\$71.00*
NL (National Lifeguard)	Lifeguard Certification	\$300.00*
NL Recert	Lifeguard Recertification	\$92.00*
W.S.I.	Red Cross Swim instructor course	\$385.00*
W.S.I. Recert	5 hours	\$110.00*
Swim Patrol	8 classes	\$84.00*
Babysitting	8 to 10 hours	\$57.00*
LSI	Lifesaving instructor course	\$260.00*
LSI Recert	Recertification	\$110.00*

**\*All Fees include GST**

**Note: Under the Age of 14, no GST is applied.**

Specialty courses not listed will be advertised with applicable rates.

**Pool Rental**

Hourly Rate: Add \$25.00 + GST per guard for 2 or more guards.

Adult (18 to 60)	\$140.00*
Youth / Family	\$100.00*
Activity Room	\$25.00*
Schools	\$41.20*
Swim Meet Rate	\$100.00*
Swim Clubs (Youth)	\$63.75*
Sponsored Swims (Charged to sponsor)	\$306.00*
Single lane rental (prior approval required)	\$ 17.00*

**\*All fees include GST.**

**TRANSPORTATION**

Taxi Booklets ..... \$15.00 / booklet GST  
Included

**Schedule "C"**  
**ENGINEERING AND INFRASTRUCTURE DEPARTMENT**

**ENGINEERING**

<b>Maps and Plans.....</b>	<b>Black &amp; White</b>	<b>Colour</b>
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" and smaller .....	\$5.00*	\$5.00*

\*Plus GST

**Engineering Services**

Creating Specialty Maps..... Cost of Map plus Schedule "A"

**Engineer Review of Drawings** .....\$175.00 / Hour  
 Other Professional Engineering Services .....\$175.00 / Hour  
 GIS Access (subject to Director's approval) .....\$50.00 annually

**PUBLIC WORKS - 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.

Equipment time shall be charged at current Road Builder Rates.

**PLANNING & DEVELOPMENT**

**Bylaws**

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.*

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

**Subdivision**

Three lots or fewer ..... \$625.00 +\$100.00/lot created  
 Four lots to 20 lots ..... \$775.00 +\$100.00/lot created  
 More than 20 Lots.....add \$50.00 /lot  
 Minor Boundary Adjustment or Separation of Title.....\$625.00  
 Endorsement fee.....\$100.00 per lot created

*Note: There is no charge for municipal reserve lots, public utility lots or the*

*balance of the title other than the basic application fee.*

**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, .....	\$100.00
Apartment (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
<i>*Request within Development Officer's discretionary authority.</i>	
Discretionary Use and/or Variance Request* .....	\$150.00
<i>*Request to go before the Municipal Planning Commission.</i>	
All other permits .....	\$50.00
Development started without a permit .....	Application Fee Doubled
<i>And Stop Order until Development Approved. Payable at time of application.</i>	

**Compliance Certificates**

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

**Encroachment Agreement Fees**

<b>Residential Flat Rate</b>	<b>Up to 500 Sq. Ft.</b>	<b>500 – 1000 Sq. Ft.</b>
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

<b>Commercial Flat Rate</b>	<b>Up to 500 Sq. Ft.</b>	<b>500 – 1000 Sq. Ft.</b>
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

**Other**

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

**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