



TOWN OF  
**PEACE RIVER**  
ALBERTA

# Fee Schedule Guide

## March 2024

*(blank page inserted to facilitate double-sided printing)*

# Contents

- CORPORATE SERVICES DEPARTMENT..... 1**
  - General Services..... 1
  - Finance ..... 2
    - Assessment and Taxation ..... 2
    - Utility Billing ..... 3
- COMMUNITY SERVICES DEPARTMENT ..... 1**
  - Home Support Services..... 1
  - Meals on Wheels Program..... 1
  - Museum Services ..... 1
  - Parks..... 2
  - Recreation and Facilities ..... 2
    - Baytex Energy Centre..... 2
    - Athabasca Hall..... 5
    - Ball Diamonds ..... 5
    - Soccer / Football Fields ..... 6
    - Swimming Pool..... 6
  - Transportation ..... 9
- ENGINEERING AND INFRASTRUCTURE DEPARTMENT ..... 10**
  - General Services..... 10
  - Cemetery..... 10
  - Planning and Development..... 11
  - Public Works ..... 14
  - Water and Wastewater..... 14
- PROTECTIVE SERVICES DEPARTMENT..... 15**
  - Bylaw Enforcement..... 15
    - Animal Control and Licensing ..... 15
    - Business Licensing..... 16
    - Traffic and Streets..... 17
    - Other Regulatory Bylaws ..... 18
  - Fire Services ..... 18
  - RCMP Services..... 20

*(blank page inserted to facilitate double-sided printing)*

Unless otherwise specified, the fees and information contained herein are per the Fees and Charges Bylaw No. 2147 (adopted February 26, 2024) and any amendments.

## CORPORATE SERVICES DEPARTMENT

*Includes: General Services and Finance*

### General Services

**Administrative Fee** (e.g., for research or production of information)

First 30 minutes ..... FREE  
After 30 minutes ..... \$40.00 / 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.

**Flag, Town of Peace River** ..... \$110.00\* + GST  
\* Subject to ACTUAL costs. Price is for current stock only.

**FOIP Request** (Bylaw No. 1676, effective Oct 1, 1999; fees as set out in the FOIP Regulation)

One-time Request ..... \$25.00 initial fee  
Continuing Request ..... \$50.00 initial fee  
Large-scale Requests for Information ..... Fee estimate to be determined by FOIP Head

Fees in accordance with Schedule 2 of the Province of Alberta's FOIP Regulation may be charged if the amount of the fees, as estimated by the public body, exceeds \$150.00 for non-personal information, subject to conditions. Refer to Sections 10 to 14 of the FOIP Regulation for details.

**NSF (Non-Sufficient Funds) Charge** ..... \$50.00 / NSF cheque

**Parking Stall Monthly Rental** ..... \$30.00 / 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 ..... \$30.00 + 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 the Fees and Charges Bylaw or in any other bylaw or policy will be provided at cost plus the Administrative Fee.**

**Finance**

**Assessment and Taxation**

**Assessment/Tax Notice Reprints\*** .....\$9.00 / reprint  
\* Excluding current year’s notice.

**Assessment Complaint Fees**

Residential (3 or fewer dwellings) and Farmland .....\$50.00 / tax roll number  
Residential (4 units or more) and Non-Residential (based on assessment values)  
    \$0 to \$200,000 .....\$50.00 / tax roll number  
    \$200,001 to \$500,000 .....\$100.00 / tax roll number  
    \$500,001 to \$1,000,000 .....\$250.00 / tax roll number  
    \$1,000,001 and over .....\$500.00 / tax roll number

**Assessment Review Board (Regional) Remuneration**

Remuneration for participating in the hearing.

Chair/Presiding Officer

Up to four hours..... \$155.00  
Four hours up to eight hours ..... \$255.00  
Over eight hours ..... \$455.00

Member

Up to four hours..... \$100.00  
Four hours up to eight hours ..... \$200.00  
Over eight hours ..... \$400.00

Travel and subsistence shall be compensated at the rate of the municipality convening the hearing.

Assessment Board Clerk.....\$750.00 per hearing\*

\* Remuneration for participating in the hearing is payable to the municipality that employs the Clerk, unless the Clerk is an employee of the municipality from which the hearing originated, in which case no remuneration is payable.

**Local Improvement Payout Calculations**

Estimate ..... FREE  
Exact Payout Calculation.....\$15.00 / property

**Tax Certificates**

Regular Request .....	\$35.00 / certificate
Rush Request (within 2 business days**) .....	\$60.00 / certificate
Regular Request WITH Verbal Confirmation .....	\$60.00 / certificate

\*\* Subject to availability of Taxation Clerk

**Tax Rates** (annual Bylaw adopted each April/May) ..... Refer to 2023 Tax Rate Bylaw No. 2136

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

**Utility Billing**

**Bulk Water Station**

Bulk Water Rate (Bylaw No. 2143, adopted Dec 11, 2023, effective Jan 1, 2024) .....	\$5.75 / m <sup>3</sup>
Water Keylock Deposit.....	\$50.00

**Utility door cards**..... \$30.00

**Utilities** (Bylaw No. 2125, adopted Feb 13, 2023, effective Feb 16, 2023; and Bylaw No. 2143, adopted Dec 11, 2023, effective Jan 1, 2024). Refer to bylaws for additional information, fees, offences, and penalties.

Account Set Up Fee.....	\$33.00
Water Meter .....	Cost of Meter + 10% Administrative Costs
Installation of Water Service.....	\$75.00
Reconnection of Water Service .....	\$50.00
Disconnection of Water Service.....	\$50.00
External Meter Calibration	
Faulty Meter .....	No Cost
Meter tested and found to be within normal parameters.....	Incurring Costs to Town + \$50.00
Reconnect a Sanitary Sewer Service pursuant to Utility Services Bylaw .....	Discretion of Town Administration. Charges will include Equipment, Material, Manpower, and Administration Costs.
Turning on Water Valve Bleeder.....	\$50.00
Turning off Water Valve Bleeder .....	\$50.00
Hazardous Spill Clean-Up/Protection pursuant to Utility Services Bylaw .....	Discretion of Town Administration. Charges will include Equipment, Material, Manpower, and Administration Costs.
Restoration/Repair work pursuant to Utility Services Bylaw .....	Discretion of Town Administration. Charges will include Equipment, Material, Manpower, and Administration Costs.

Utility Service Deposit..... Amount determined by Town  
Where a service has been habitually disconnected and reconnected due to the failure of the owner to comply with the bylaw in excess of three (3) times in a one (1) year time frame.

Monthly Billing Rates:

Combined (Potable Water, Wastewater and Stormwater) Monthly Rates		
User	Type	Rate
Residential	Fixed	\$ 63.54
	Variable (m3)	\$ 5.86
Small Commercial (up to 50mm Water Service)	Fixed	\$ 163.40
	Variable (m3)	\$ 5.86
Large Commercial (50mm and above Water Service)	Fixed	\$ 835.04
	Variable (m3)	\$ 5.86
Town of Peace River Town Facilities	Fixed	\$ 9,530.43
	Variable (m3)	\$ 5.86

Potable Water Monthly Rates		
Shaftesbury Water Co-op	Fixed	\$ 34.04
	Variable (m3)	\$ 3.49
Peace Regional Correction Centre	Fixed	\$ 5,675.10
	Variable (m3)	\$ 3.49
Dixonville Water Co-op	Fixed	\$ 5,334.60
	Variable (m3)	\$ 3.49

Penalties..... 1.5% monthly on unpaid balance

**Garbage Rates** (Bylaw No. 2143, adopted Dec 11, 2023, effective Jan 1, 2024)

Solid Waste Monthly Rates	
Collection fee for Single Family Residential Premises	\$26.00 per month
Collection fee for Multi-Family Residential Premises up to a Four-Plex	\$26.00 per month per unit
Replacement of Approved Bins	Current replacement cost
Optional Add-on:	
Tag for additional bag pickup	\$2.00 per bag

This Fee Schedule combines fees and charges listed in various bylaws and policies of the Town of Peace River. **THIS IS NOT A COMPREHENSIVE LIST OF ALL FEES AND CHARGES.** This document is intended as a reference guide for some of the more requested fees. Fees listed here are subject to change without notice. **If there is any discrepancy between this document and the official bylaw or policy, the bylaw or policy is deemed correct.**



**COMMUNITY SERVICES DEPARTMENT**  
*Includes: Home Support, Meals on Wheels, Museum, Parks,  
Recreation and Facilities, and Transportation*

**Home Support Services**

**Other Rates – Based Upon Net Family Income\***

Up to \$1,000 / month .....	\$6.75 / hour
Up to \$1,300 / month .....	\$8.50 / hour
Up to \$1,600 / month .....	\$10.00 / hour
Up to \$1,900 / month .....	\$10.75 / hour
Up to \$2,200 / month .....	\$11.75 / hour
Up to \$2,500 / month .....	\$13.00 / hour
Up to \$2,700 / month .....	\$14.85 / hour
Up to \$3,000 / month .....	\$17.00 / hour
Veteran Affairs or Up to \$3,300 / month.....	\$19.00 / hour
Up to \$3,600 / month .....	\$21.25 / hour
Up to \$3,900 / month .....	\$25.00 / 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 current municipal mileage fee.

**Meals on Wheels Program**

Hot Meal .....	\$7.75 (GST included)
Frozen Meal .....	\$6.75 (GST included)
Soup .....	\$2.75 (GST included)
Boiled Eggs .....	\$5.50 / 7 eggs (GST included)

**Museum Services**

<b>Photocopying / Printing Fee .....</b>	<b>\$1.00 / page + GST</b>
--	----------------------------

**Research Fees**

First 30 minutes .....	\$25.00 + GST
After 30 minutes .....	\$5.00 / hour + GST

**Digital Photos**

Digital Photos (non-commercial use)	
Scan and Email OR USB .....	\$12.00 each plus USB + GST
Digital Photos (commercial use)	
Scan and Email OR USB .....	\$25.00 each plus USB + GST

**Facility Rental**

2-Hour Event .....	\$50.00 to \$100.00 + GST (please call for quote)
--------------------	---

**Public Programming**

School Tours (supervisors are free) .....	\$2.00 / student + GST
School Visits .....	\$30.00 / visit + GST
Out of Town visits to schools .....	\$50.00 / visit + GST
Virtual Programming.....	\$25.00 / event + GST
Education Kits and PowerPoint Presentations .....	\$20.00 / kit* or presentation + GST
*Maximum two weeks for kits.	

**Parks**

Special Event Refundable Damage Deposit.....	\$2,000.00
--	------------

**Recreation and Facilities**

**Baytex Energy Centre**

**Public Skating** (when not sponsored)

Adult.....	\$5.25 (GST included)
Youth.....	\$3.25 (GST included)
Family.....	\$10.25 (GST included)
Under 3 .....	Free
Senior 65-74.....	\$3.25 (GST included)
Super Senior 75+ .....	No charge

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

Dry Pad Rental Hourly Rate

Adult.....	\$35.00* + GST
Youth.....	\$23.00* + GST

\*Rentals over 4 hours will be charged daily rate.

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

Daily Rate .....	\$1,425.00 + GST
Damage Deposit.....	\$500.00

Community or Service Groups

Daily Rate .....	\$425.00 + 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.....	\$98.25 / hour + GST
Youth (entirely comprised of youth under 18).....	\$58.16 / hour + GST
Schools .....	\$29.09 / hour + GST

Prime Rate Rental of Ice Surface (Saturdays, Sundays, and Monday to Friday 3:30 p.m. to midnight)

Adult.....	\$152.30 / hour + GST
Youth (entirely comprised of youth under 18).....	\$94.35 / 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.....	\$380.00 / 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 to March.

Championship Banners (Installed by Town personnel annually) ..... Free

In-Ice Logo (10' x 10').....\$545.00 / year + GST  
Groups are responsible for having the logo made and any cost involved.

Zamboni Advertising .....\$270.50 / ad per current ice season + GST  
(2) ads 2' x 2', (4) ads 2' x 3'

**Multipurpose Room**

Rental .....\$32.50 / hour + GST  
Daily Rate (not for profit/community groups; max 8 hours).....\$162.25 / day + GST

**Meeting Room**

Meetings .....\$21.75 / hour + GST  
Daily Rate .....\$108.25 / day + 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**

Per Gym

Adult.....\$27.25 / hour (GST included)  
Youth.....\$21.75 / hour (GST included)  
Schools.....\$16.25 / hour (GST included)

**Fieldhouse Drop-in Program Fee**

Adult.....\$5.25 (GST included)  
Youth (4 to 17 years).....\$3.25 (GST included)  
Student (with valid student card) .....\$3.25 (GST included)  
Child (under 3) .....n/a  
Senior (65-74) .....\$3.25 (GST included)  
Super Senior (75+) .....No charge  
Family Rate.....\$10.25 (GST included)

**Running Track**

Drop-In Fee (all ages).....\$2.25 (GST included)  
Super Senior (75+) .....No charge  
10 Punch Pass (all ages) .....\$20.25 (GST included)  
Monthly Membership.....\$35.75 (GST included)

**Public Skate and Fieldhouse Punch Card for Drop-In Programs**

**Pay for 9 at new admission rate gat 10<sup>th</sup> free**

Youth & Senior Rate 10 Punch.....	\$29.25 (GST included)
Adult Rate 10 Punch .....	\$47.25 (GST included)
Family 10 Punch .....	\$92.25 (GST included)

**Athabasca Hall**

**Lower Level – Gallery and Studio Inclusive**

Adult.....	\$21.75 / hour + GST
Youth.....	\$16.25 / hour + GST
Schools .....	\$16.25 / hour + GST

**Upper Level – Theatre, Stage & Bar Inclusive**

Adult.....	\$21.75 / hour + GST
Youth.....	\$16.25 / hour + GST
Schools .....	\$16.25 / hour + GST

**Surcharge** for concerts, productions, events, or other uses that inhibit

the use of another area of the building.....\$106.00 / day + GST

**Long Term/Contract Users**

Peace Players .....\$9,186.50 / year + GST

**Refundable Damage Deposit** (on all rentals with alcohol being served)..... \$300.00

**Ball Diamonds**

**Advertising**.....\$52.00 / 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) .....\$385.00 / team per season + GST

**Minor Teams** (entirely made up of youth under age 18) .....\$95.00 / team per season + GST

**Private Rental (per Two Hour Game)**

Adult.....	\$32.50 + GST
Youth.....	\$16.25 + GST

**Tournament Rental Fees**

Individual Diamond Rental.....\$104.00 / weekend\* + GST

Concession Building at Ken Horneland is included in tournament rental fee.

\*Weekend defined as Friday night after 6:30 p.m. to 11:00 p.m., Saturday from 8:00 a.m. to 11:00 p.m., Sunday from 8:00 a.m. to 6:00 p.m.

Diamonds booked over long weekends will be charged \$130.00 per diamond per day

**Soccer / Football Fields**

**Rental**

Adult (age 18 and older) .....\$32.50 / hour per field + GST

Youth (entirely made up of youth under age 18) .....\$16.25 / hour per field + GST

**Paint Field Markings** for Sports Groups ..... \$300.00 / 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 (where applicable).

	Single Admission	Monthly Pass	6 Month Pass	Yearly Pass	10 Use (Save 10%)	Summer Pass
Family	\$16.00	\$96.00	\$384.00	\$576.00	N/A	\$130.00
Adult (18-64)	\$6.25	\$50.00	\$225.00	\$300.00	\$56.25	\$78.00
Seniors (65+)	\$4.25	\$34.00	\$153.00	\$204.00	\$38.25	\$54.00
Youth (8-17)	\$4.25	\$34.00	\$153.00	\$204.00	\$38.25	\$54.00
Preschool (4-7)	\$2.25	\$18.00	\$81.00	\$108.00	\$20.25	N/A
Tots (0-3)	FREE	FREE	FREE	FREE	FREE	FREE

### Lessons and Courses

Swimming Lessons	8 thirty-minute lessons (Parent & tot 1 – Preschool 5)	\$50.00*
Swimming Lessons	8 forty-five minute lessons (Swimmer 1-4)	\$60.00*
Swimming Lessons / Classes	8 sixty-minute lessons (Swimmer 5 – Adult Lessons)	\$70.00*
Mermaid Club	8 x 45 minute lessons	\$65.00
Mermaid Club	8 x 55 minutes	\$75.00
Mermaid Club	Adult 8 x 60 minutes	\$75.00
Mermaid Fitness	Adult Drop-in	\$10.00
Private Lessons	Hourly sessions. No GST under 14 years old.	\$55.00*
Bronze Star	15 hours	\$130.00*
Bronze Medallion	21 hours	\$170.00*
Bronze Cross	24 hours	\$175.00*
Standard First Aid / CPR or AEC	Weekend or weekday course (2 days)	\$180.00*
Standard First Aid / CPR or AEC <b>Recert</b>	8-hour recertification course	\$125.00*
CPR “C”	5 hours	\$100.00*
CPR “C” <b>Recert</b>	4 hours	\$100.00*
First Aid Instructor (16-hour course for LSI’s)	Lifesaving Society First Aid Instructor	\$260.00*
First Aid Instruction (32-hour course)	Lifesaving Society First Aid Instruction	\$400.00*
First Aid Instructor – <b>Recert</b>		\$165.00*
NL (National Lifeguard)	Lifeguard Certification	\$330.00*
NL <b>Recert</b>	Lifeguard Recertification	\$100.00*
National Lifeguard Instructor	16 hours	\$260.00*
National Instructor <b>Recert</b>	4 hours	\$115.00*
Swim for Life Instructor	Swim instructor course	\$395.00*
Swim for Life Instructor <b>Recert</b>	5 hours	\$115.00*
Lifesaving Instructor Course (LSI)	32 hours	\$300.00*

Lifesaving Instructor <b>Recert</b> (LSI Recert)	4 hours	\$115.00*
Swim and Lifesaving Instructor	40 hours	\$400.00*
Swim and Lifesaving Instructor	4 hours	\$100.00*
Babysitting	8 to 10 hours	\$60.00*

**\*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 \$28.57 + GST per guard for 2 or more guards.

Adult (18 to 60)	\$160.00*
Youth / Family	\$140.00*
Activity Room	\$35.00*
Schools	\$45.00*
Swim Meet Rate	\$110.00*
Swim Clubs (Youth)	\$70.00*
Single lane rental (prior approval required)	\$20.00*
Sponsored Swims – Non-prime time (charged to sponsor) for 2 hours	\$325.00*
Sponsored Swims – Prime time (charged to sponsor) for 1.5 hours	\$380.00*
Pool Rental – Extra Guard (per guard)	\$30.00*

**\*All fees include GST.**

<b>Locker &amp; Lock Rental</b>	<b>New Incl. GST</b>
Monthly short locker	\$11.00
Biannual short locker	\$52.00
Annual short locker	\$95.00
Monthly long locker	\$19.00
Biannual long locker	\$95.00
Annual long locker	\$170.00
Lock rental	\$1.00





**Transportation**

Taxi Pass Booklets ..... \$20.00 / booklet

This Fee Schedule combines fees and charges listed in various bylaws and policies of the Town of Peace River. **THIS IS NOT A COMPREHENSIVE LIST OF ALL FEES AND CHARGES.** This document is intended as a reference guide for some of the more requested fees. Fees listed here are subject to change without notice. **If there is any discrepancy between this document and the official bylaw or policy, the bylaw or policy is deemed correct.**

## ENGINEERING AND INFRASTRUCTURE DEPARTMENT

*Includes: General Services, Cemetery, Planning & Development,  
Public Works, and Water and Wastewater*

### General Services

#### Maps and Plans

	<u>Black &amp; White</u>	<u>Colour</u>
Larger than 36" x 42" .....	\$40.00*	\$45.00*
36" x 42" .....	\$25.00*	\$30.00*
24" x 36" .....	\$20.00*	\$25.00*
11" x 17" and smaller .....	\$10.00*	\$15.00*

\*Plus GST

#### Engineering Services

Creating Specialty Maps .....	\$75.00 / hour plus GST
Engineer Review of Drawings .....	\$175.00 / hour
Other Professional Engineering Services .....	\$175.00 / hour
GIS Access (subject to Director's approval).....	\$50.00 annually

### Cemetery

#### Cemetery Fees

Type of Burial	Lot <sup>1</sup>	Opening/ Closing	Perpetual Care	Weekend Premium <sup>3</sup>	Total Cost Weekday	Total Cost Weekend
Regular Plot	\$450.00	\$500.00	\$250.00	\$300.00	\$1,200.00	\$1,500.00
Cremation	\$250.00	\$150.00	\$150.00	\$200.00	\$550.00	\$750.00
Veteran	\$300.00	\$300.00	\$150.00	\$300.00	\$750.00	\$1,050.00
Indigent <sup>2</sup>	See note below					
Dis-interment		\$750.00				
Re-interment		\$750.00				
Double Depth		\$900.00				
<b>Columbarium</b>		<b>Additional Niche Open/Close</b>				
Niche <sup>4</sup>	\$1,000.00	\$100.00				
Veteran	\$500.00					
Memorial <sup>4</sup>	\$150.00					

Notes:

<sup>1</sup> Lot price includes administration charges.

- <sup>2</sup> Indigent costing as per Government Rates.
- <sup>3</sup> Weekend premium includes cost of employee overtime.
- <sup>4</sup> Niche and Memorial plaques engraving not included in the purchase price.

**Cemetery Violation Fees**

	Violation Tag	Violation Ticket
First Offence	\$150.00	\$150.00
Second Offence	\$200.00	\$200.00
Third & Subsequent Offence	\$250.00	\$250.00

**Planning and Development**

**Appeal Fees** (Bylaw 2053, effective Aug 1, 2019)

Payable at time of application for appeal.

Subdivision .....	\$150.00
Development .....	\$150.00
Stop Order .....	\$150.00

**Building Permit Fees** (application fee + safety codes fee + damage deposit)

**Permit Application Fee** (Safety Codes Services Agreement, 2022)

Type	Value (\$)
New Construction	\$5.75 per \$1,000 of Construction Value Minimum Fee \$150.00
Modular Homes / Home Relocation	\$0.35 per Square Foot Minimum Fee \$150.00
Decks / Fireplaces / Wood Burning Stoves / Demolition / Garages / Additions / Basement Development / Renovations / Mobile Homes	\$5.75 per \$1,000 of Construction Value Minimum Fee \$150.00
Industrial Facilities with an F1 or F2 classification	\$5.75 per \$1,000 of Construction Value Minimum Fee \$400.00

**Safety Codes Council Fee** (Safety Codes Services Agreement, 2022) ..... 4% of permit application fee  
Min \$4.50 / Max \$560.00

**Damage Deposit** (Bylaw No. 1885, adopted Sep 12, 2011) ..... \$1,000.00  
Damage deposits are refundable following the application for an inspection of the site confirming that all lot grading is satisfactory to the Town and that no damage has been done to any Town services, utilities, streets, or property.

This Fee Schedule combines fees and charges listed in various bylaws and policies of the Town of Peace River. **THIS IS NOT A COMPREHENSIVE LIST OF ALL FEES AND CHARGES.** This document is intended as a reference guide for some of the more requested fees. Fees listed here are subject to change without notice. **If there is any discrepancy between this document and the official bylaw or policy, the bylaw or policy is deemed correct.**

**Other Fees** (Refer to Bylaw No. 1885, adopted Sep 12, 2011 for additional fees and information)

Document re-examination.....10% of Permit Fee for each and every examination  
When documents submitted with an application contain substantial errors or omissions and must be resubmitted for further examination.

Unauthorized work, including excavation, started before permit issuance..... Permit Fee Double

**Bylaws**

Statutory Plan or Land Use Bylaw Amendment Application Fee..... \$750.00  
Payable at time of application. Where there is substantial overlap and minimal extra cost to the Town or workload associated with multiple plan amendments, a single amendment application fee may apply, at the Manager of Planning and Development’s discretion.

Road Closure 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**

Payable at time of application.

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

**Surcharge Application Fees:**

Discretionary Use\* ..... \$150.00

**Variance Application\***

Within Development Officer’s authority .....	\$50.00
Within Municipal Planning Commission’s authority.....	\$150.00
Development started without a permit.....	Application fee doubled and Stop Order until development approved

\* If both a Discretionary Use Surcharge Fee and a Variance Application Surcharge Fee apply, only the greater surcharge fee is required to a maximum of \$150.00.

**Encroachment Agreement Fees**

Encroachment Agreement Application .....	\$300.00
Annual Encroachment Agreement Fees:	

Up To 500 Sq. Ft.	500 – 1000 Sq. Ft.
Encroachment from Residential Property	
\$150.00/year	\$300.00/year
Encroachment from Commercial or Industrial Property	
\$500.00/year	\$1,000.00/year
Encroachment from a Property Owned by a Non-Profit	
\$1.00/year	\$1.00/year

**Environmental Search/Site Assessment Fee**..... \$50.00 / hour + GST

**Offsite Levies** .....Refer to Offsite Levy Bylaw No. 2049, adopted May 27, 2019

**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
<i>Note: There is no charge for municipal reserve lots, public utility lots, or the balance of the title other than the basic application fee.</i>	

**Temporary Road Closure Violation Penalty\*** ..... up to \$2,500 per day

\* Assessed per CAO Directive

**Public Works**

**Work Orders**

Provision of goods and services which are not normally provided by Public Works will be at the cost of labour, materials, equipment plus a 15% administration fee and GST. For example, CCTV 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 and resources are available to complete.

Equipment time shall be charged at current Alberta Road Builder Rates.

**Water and Wastewater**

Bulk Water Charge and Deposit..... Refer to Corporate Services Department Section  
Utilities ..... Refer to Corporate Services Department Section

**Sewage Dumping** (Bylaw No. 2143, adopted Dec 11, 2023, effective Jan 1, 2024)

Sanitary Sewage Dumping Charge at an Authorized Transfer Station		
Time	Fixed Charge per Occurrence	Variable Rate
Daily - Excluding Statutory Holidays (8:00 am – 12:00 pm, 1:00 pm – 5:00 pm)	\$75.00	\$2.37 per m3
Statutory Holidays (8:00 am – 12:00 pm, 1:00 pm – 5:00 pm)	\$125.00	\$2.37 per m3

**PROTECTIVE SERVICES DEPARTMENT**  
*Includes: Bylaw Enforcement, Fire Services, and RCMP Services*

**Bylaw Enforcement**

**Animal Control and Licensing**

(Bylaw No. 1832, adopted Jul 26, 2010; Bylaw No. 2127, adopted Mar 27, 2023, effective Apr 1, 2023)

**License Fees**

Each Spayed Dog and Cat (1 <sup>st</sup> year) .....	\$40.00
Each Non-Spayed Dog and Cat (1 <sup>st</sup> year) .....	\$50.00
Each Spayed Dog and Cat (Annual Renewal) .....	\$20.00
Each Non-Spayed Dog and Cat (Annual Renewal) .....	\$50.00
Lifetime License (One-time Fee) .....	\$100.00
Keeping of Hens (One-time Fee) .....	\$25.00
Keeping of Pigeons (One-time Fee) .....	\$25.00
Replacement of Lost Tags .....	\$5.00

**Impoundment and Other Fees**

Impoundment Fees .....	\$25.00
Care and Sustenance (to commence at midnight on day of impound)..	\$20.00 / day or portion thereof
Veterinary Fees .....	At Cost
Euthanizing of an Animal .....	At Cost

**Penalties**

More than four (4) animals per residence .....	\$150.00
Obstruct/interfere with officers .....	\$500.00

Dogs

Running at large .....	\$50.00
Running at large while in heat .....	\$250.00
Biting person(s) whether or not on owner's property .....	\$400.00
Any other act causing injury to persons(s) .....	\$400.00
Chase or threaten person(s) unless person(s) are trespassing on owner's property.....	\$250.00
Bite, bark at or chase other animals, bicycles, vehicles.....	\$250.00
Bark, howl or cause disturbance.....	\$150.00
Cause damage to property .....	\$150.00
Upset waste receptacles or scatter contents in street, lane or public property, or on or about premises not belonging to the owner.....	\$150.00
Left unattended in motor vehicle .....	\$75.00

This Fee Schedule combines fees and charges listed in various bylaws and policies of the Town of Peace River. **THIS IS NOT A COMPREHENSIVE LIST OF ALL FEES AND CHARGES.** This document is intended as a reference guide for some of the more requested fees. Fees listed here are subject to change without notice. **If there is any discrepancy between this document and the official bylaw or policy, the bylaw or policy is deemed correct.**

Permit dog to be on any school ground, park or cemetery.....	\$150.00
Permit dog to be in public pool.....	\$150.00
Fail to remove dog excrement.....	\$100.00
Dog not on leash (running at large).....	\$50.00
Fail to have dog examined for rabies upon demand.....	\$500.00 / demand
Unlicensed dog.....	\$50.00
Give false/misleading information on license application.....	\$500.00
Failure to notify of change of ownership.....	\$150.00

Cats

Fail to license or microchip cat.....	\$50.00
Running at large.....	\$50.00
Running at large while in heat.....	\$250.00
Causing damage to property or disturbance.....	\$150.00

Other Animals

Keep prohibited animal within corporate limits.....	\$150.00
Keep prohibited birds.....	\$150.00
Exceed maximum number of permitted hens.....	\$150.00
Fail to maintain coops/runs in a sanitary condition.....	\$150.00
Fail to license hens.....	\$150.00
Exceed maximum number of pigeons/fail to license pigeons.....	\$150.00
Keep rabbits not confined to secure enclosure.....	\$150.00
Slaughter hens on property.....	\$100.00

**Business Licensing**

**Business Licenses** (Bylaw No. 1776, effective Jan 1, 2006 and Bylaw No. 1786, adopted Feb 27, 2006)

One Day License (Hawkers & Peddlers).....	\$50.00
Home Occupation, Primary Income.....	\$150.00
Home Occupation, Primary Income, application after Jul 1 <sup>st</sup> .....	\$75.00
Home Occupation, Secondary Income.....	\$100.00
Home Occupation, Secondary Income, application after Jul 1 <sup>st</sup> .....	\$50.00
Yearly Resident.....	\$150.00
Yearly Resident, application after Jul 1 <sup>st</sup> .....	\$75.00
Yearly Regional (within 100 km of corporate limits of Peace River).....	\$200.00
Yearly Regional, application after Jul 1 <sup>st</sup> .....	\$100.00
Yearly Non-Resident (outside 100 km of corporate limits of Peace River).....	\$300.00
Yearly Non-Resident, application after Jul 1 <sup>st</sup> .....	\$150.00
Transfer of Ownership Fee.....	\$20.00
Vending Machines.....	\$50.00 / machine



Penalties

Operate business without license.....	\$300.00 plus \$75.00 / day
Non-payment of license fee.....	\$300.00 plus actual fee and accrued interest
Failure to display or produce license .....	\$100.00
Obstruct License Inspector .....	\$200.00

**Drinking Establishment Licenses** (Bylaw No. 1830, adopted Apr 20, 2009)

Occupancy Limits 1 to 99 .....	\$200.00
Occupancy Limits 100 to 199 .....	\$400.00
Occupancy Limits 200 to 299 .....	\$600.00
Occupancy Limits 300 and over .....	\$1,000.00

**Taxi Licensing and Permit Fees** (Bylaw No. 2040, adopted Nov 26, 2018; See Bylaw for penalty schedule)

Taxicab Company License (annual) .....	\$150.00
Taxi Driver’s Permit.....	\$25.00
Transfer of Company License.....	\$50.00
Replace Lost Permits.....	\$25.00

**Traffic and Streets**

Bylaw No. 1746, adopted Jan 26, 2004; No. 1766 adopted Dec 13, 2004; No. 1777 adopted Oct 24, 2005; No. 1886, adopted Jun 11, 2011; No. 2112 adopted Apr 11, 2022; and No. 2139 adopted July 24, 2023. Refer to these bylaws for the section numbers relating to the fees below.

**Penalties** (this is not a comprehensive list, refer to the bylaws listed above for additional penalties)

Deposit material on streets .....	\$165.00
Transport dangerous goods in residential area without permit.....	\$265.00
Park vehicle transporting dangerous goods within 5m of structure .....	\$265.00
Park within an intersection or within 5m of intersection .....	\$65.00
Park within 5m of traffic control sign .....	\$65.00
Park within 5m of fire hydrant.....	\$65.00
Park within 5m of crosswalk .....	\$65.00
Park in disabled persons zone without permit .....	\$165.00
Parked over 72 hours.....	\$115.00
Trailer not attached to tow vehicle .....	\$65.00

### Other Regulatory Bylaws

Listed below are *some* of the fees and penalties listed in other regulatory bylaws. This is not a comprehensive list. Contact the Community Peace Officer for additional bylaw information or clarification of bylaw fees and penalties.

#### Sidewalk Snow Removal (Bylaw No. 1834, adopted May 25, 2009)

Fail to remove snow or ice from sidewalk within 24 hours, commercial district .....	\$75.00
Fail to remove snow or ice from sidewalk within 48 hours, residential district.....	\$75.00
Deposit snow or ice to impede storm sewer grate access .....	\$100.00
Deposit snow or ice to impede access to or operation of fire hydrant .....	\$200.00
Deposit snow or ice to obstruct crosswalk .....	\$100.00

#### Water Conservation (Bylaw No. 1810, adopted May 12, 2008)

##### Residential Water Users (penalties)

1 <sup>st</sup> Offence.....	\$100.00
2 <sup>nd</sup> Offence .....	\$250.00
3 <sup>rd</sup> Offence .....	\$800.00

##### Commercial/Industrial Water Users (penalties)

1 <sup>st</sup> Offence.....	\$2,500.00
2 <sup>nd</sup> Offence .....	\$5,000.00
3 <sup>rd</sup> Offence .....	\$10,000.00

### Fire Services

#### Permits

##### Fire Permits (not applicable to approved residential or park fire pits)

Open Fire Burning Permit (maximum duration 7 days).....	\$10.00 per permit
Fire Department response to non-permitted open fire .....	As per Apparatus rates plus applicable fine

##### Fireworks Discharge Permits

High Hazard (Approval of Fire Chief required) .....	\$100.00 per permit
Fire Department Standby for fireworks display.....	\$500.00 per hour

#### Services

##### Fire Alarms

Fire Dept response to False Fire Alarms (malfunctioning alarm equipment) within a 6-month period

First two responses.....	No fee
--------------------------	--------

Third response ..... \$350.00 per response  
Fourth and subsequent..... \$500.00 per response

Fire/Rescue/Hazmat Responses (not covered by agreements)

Apparatus:

Engines (Type 1)..... \$400.00 per hour  
Tenders (with rated Fire Pump)..... \$400.00 per hour  
Aerials (Ladder Trucks)..... \$600.00 per hour  
Hazmat Unit & Trailer ..... \$400.00 per hour  
Rescue Trucks ..... \$400.00 per hour  
Rapid Attack / Wildland Units (Type 6)..... \$400.00 per hour  
ATVs/UTVs ..... \$100.00 per hour  
Command Vehicles ..... \$200.00 per hour  
Squad/Utility Vehicles..... \$150.00 per hour  
Command Trailer ..... \$500.00 per day  
Rescue Jet Boat..... \$350.00 per hour

Firefighters:

Firefighters per person ..... \$50.00 per hour

Cost recovery of additional required resources:

Contractors, Specialists, specialized equipment/supplies, etc.....Cost plus 10%

Dangerous Goods Disposal .....Cost plus 10%

Mutual Aid Responses ..... As per respective agreements

Response to Incident within a Provincial Hwy Right-of-Way.....As per AB Transportation current rates

Security/Fire Watch

Provide Security for fire scenes under investigation ..... \$100.00 per hour

Provide Fire Watch in buildings where the fire alarm system is not functional.... \$100.00 per hour

Filling of Breathing Air Cylinders

Small Cylinders (1 hour breathing air capacity or less).....\$18.00 per cylinder

Large Cylinders (Cascade Tanks) ..... \$90.00 per cylinder

Fire Inspections

First Inspection .....No charge

Follow up Inspection to assess for compliance .....No charge

Third and subsequent Inspections when compliance not met..... \$75.00 per hour

Occupant Load Determination and Certificates

Occupant Load Determination\* ..... \$50.00 per hour

Occupant Load Certificate* .....	\$25.00 per certificate
Re-Issue of a valid Certificate* .....	\$25.00 per certificate
* Non-Profit Organizations exempt	

Fire Investigations

First four (4) hours .....	No charge
After four (4) hours .....	\$75.00 per hour
Consumables and third-party expenses (testing, consultants, etc.).....	Cost plus 10%

File Searches

Searches of Fire Department records .....	\$50.00 per hour
---	------------------

Fire Training Facility

Facility Rental (includes 1 Engine and 1 Operator).....	\$1,200.00 per day
Instructor (Main or Associate) .....	\$500.00 per day
Safety Officer or Facility Technician.....	\$300.00 per day
Medical Personnel (minimum of 1 EMR/AFA with equipment) .....	\$300.00 per day
Additional Apparatus (includes operator) – per operational hour.....	\$150.00 per hour
Vehicles (for Vehicle Extrication) (Towing fee).....	\$125.00 per vehicle
Propane Props .....	\$200.00 per day
Fire Hall Training Room (at Fire Hall #4) .....	\$400.00 per day
Smoke Machine (includes smoke fluid) .....	\$50.00 per day
Forcible Entry Prop (includes required wood) .....	\$50.00 per day
DG Materials (includes suits and training props).....	\$500.00 per course
Proctor/Evaluator .....	\$600.00 per course
Proctor only .....	\$300.00 per course
Bunker Gear Rental.....	\$50.00 per set per day
SCBA – up to 8 available (includes air and recharging).....	\$50.00 per pack per day
Mask Fit Test (Qualitative or Quantitative) .....	\$25.00 per person
Radios (up to 6 available).....	\$25.00 per radio per day
Meals and Consumables .....	Cost plus 10%
Damages to facility or equipment (repairs or replacement) .....	Cost plus 10%

**RCMP Services**

Livescan Fingerprints .....	\$25.00 (no GST)
Insurance/Lawyer requests.....	\$18.00 + GST
Criminal Record Check .....	\$25.00 + GST