



**TOWN OF PICTURE BUTTE
Fee Schedule Policy**

Updated January 2018
Motion Number: 349 1712 11

PURPOSE: To establish a fee schedule for office requirements.

ADMINISTRATIVE / BYLAW FEES

Certificate Requests

Requests for certificates requiring an official Town signature and/or stamp must be received in writing and accompanied by the prescribed fee:

Tax Certificates	\$ 30.00
Certificate of Compliance	\$ 30.00
Zoning Letter	\$ 30.00
Tax / Assessment Information (non-ratepayer)	\$ 30.00
Inspection of the Assessment Role	\$ 30.00

Assessment Appeals

Assessment Appeals of Land and Buildings: \$ 50.00*

*If the Assessment Review Board rules in favour of the complainant, the fees paid by the complainant are refundable as per Section 481 (2) of the Municipal Government Act.

Miscellaneous

FOIP Requests	As Per Regulations
NSF Cheques	\$ 45.00
Request to Convene a Special Council Meeting	\$400.00

Requests for assessment/tax information from lawyers, appraisers, real estate agents or other parties must be received in writing. The person requesting the service is to be advised that there is a fee for this service. No personal information will be released unless reviewed and approved by the FOIP Head.

Photocopy Fees

Faxes:

To Send	\$ 1.50/Page
To Receive	\$ 1.50/Page

Photocopies:

Black & White	\$ 0.50/Page
Colour	\$ 1.00/Page
Bylaws & Policies	\$ 1.00/Page

Scans / E-Mails:

Scan & E-mail Documents (Colour or Black & White)	\$ 2.00/Page
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Dog Licenses

Annual Licenses:

Unaltered dog	\$ 30.00
Altered dog	\$ 20.00
Senior or blind person	no charge
Dog Fancier's License	\$ 30.00
Impounded Animals (after initial 24 hours)	\$ 30.00/day

Dog licenses purchased after September 30th will be charged at half the annual rate.

Bylaw Enforcement



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All remedial clean up or enforcement orders shall be at cost plus a \$25.00 administrative fee. Unpaid amounts for enforcement orders will result in the outstanding amounts being transferred to the affected tax roll.

Business Licences

	Yearly Resident	Daily Resident	Yearly Non-resident	Daily Non-resident	Yearly Non-resident Taxpayer	Daily Non-resident Taxpayer
Business	\$50	\$25	\$200	\$50	\$50	\$25
Contractor	\$50	\$25	\$200	\$50	\$50	\$25
Sub-contractor	\$50	\$25	\$200	\$50	\$50	\$25
Hawker or Peddler	\$50	\$25	\$200	\$50	\$50	\$25
Home Occupation	\$50	\$25	N/A	N/A	N/A	N/A
Any other business not specifically provided for	\$50	\$25	\$200	\$50	\$50	\$25

- **Business licenses purchased after September 30th will be charged at half the annual rate.**



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DEVELOPMENT FEES

Fee Schedule	Permitted Uses	Permitted Use Requesting Waiver up to 10%	Discretionary Use <u>or</u> Use Requesting Waiver Greater than 10%
Residential:			
Dwellings (any up to 4 units)	\$100	\$150	\$200
Additions	\$75	\$100	\$200
Garages (Accessory Buildings)	\$75	\$100	\$200
Accessory Buildings / Structures 100 sq. ft. or greater (excluding garages) and decks	\$50	\$150	\$200
Home Occupations A	\$75	\$100	\$150
Home Occupations B	N/A	N/A	\$200
Multi-unit more than 4	\$150	\$200	\$300
Secondary Suites	\$150	\$200	\$300
Commercial:			
Change of Use	\$100	\$200	\$300
Accessory Buildings / Structures 100 sq. ft. or greater (excluding garages)	\$75	\$100	\$200
Commercial buildings	\$200	\$250	\$300
Multi-tenancy buildings or complexes	\$300	\$350	\$400
Additions to buildings	\$100	\$150	\$250
Industrial:			
Change of Use	\$150	\$250	\$300
Accessory Buildings / Structures 100 sq. ft. or greater (excluding garages)	\$75	\$100	\$200
Single tenancy buildings	\$200	\$250	\$300
Multi-tenancy buildings or complexes	\$300	\$350	\$400
Additions to buildings	\$100	\$150	\$250
All other uses	\$200	\$250	\$300
Sign Permit: Sign Type 1	\$50	\$100	\$150
Sign Type 2	\$100	\$150	\$200
Late Development Permit Applications		Double the pertinent development fee	
Demolition Permit:		\$50	
Recirculation Fee:		50% of the original application fee	
Land Use Bylaw Amendments:		\$500	
Other Statutory Plans and Amendments To:		\$500	
Request to convene a special meeting of the Municipal Planning Commission:		\$300	
Appeal to the Subdivision and Development Appeal Board:		\$350	



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FACILITY RENTAL / RECREATION RATES

Community Centre Rental Rates

<u>Facility</u>	<u>Rental</u>	<u>GST</u>	<u>Total</u>	<u>Damage Deposit</u>
Main Hall Only (4 hours or over)	\$ 101.90	5%	\$ 107.00	\$300.00
Main Hall Only (less than 4 hours)	\$ 61.19	5%	\$ 64.25	\$300.00
Main Hall & Kitchen (4 hours or over)	\$ 178.57	5%	\$ 187.50	\$300.00
Main Hall & Kitchen (less than 4 hours)	\$ 101.90	5%	\$ 107.00	\$300.00

Not-for-Profit Use

Council may waive or reduce rates at their discretion for not-for-profit organizations.

Seating Capacity

No liquor	190 people
With Liquor	150 people

Pool Rates

General Admission – Prices include GST

Child (6-12)	\$ 3.00
Youth (13-17)	\$ 4.00
Adult (18-64)	\$ 4.50
Senior (65+)	\$ 4.00

Season Passes – Prices include GST

Child	\$ 80.00
Youth/Senior	\$ 90.00
Adult (full access)	\$ 95.00
Fitness	\$ 45.00
Family	\$ 175.00

Private Rentals – Prices include GST

Hourly Rental	\$ 100.00
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Lessons – Not GST Applicable

Red Cross Swim Lessons	
Level 1 – 6	\$ 35.00
Level 7 – 10	\$ 45.00
Private Lessons*	\$ 120.00

*Five, half hour lessons. Must be in same week.



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Arena

Public Skating

Adults	\$	2.00
Children (7-17)	\$	1.00
6 and under		Free
Family	\$	7.00

Season Passes

Adults	\$	31.00
Children (7-17)	\$	16.00
Family	\$	110.00

Ice Rentals – Prices include GST

Adult Groups	\$	168.30
Youth Groups (in Town)	\$	96.52
Youth Groups (out of Town)	\$	108.80
Sponsorships (1 hour)	\$	96.52
Rentals starting after 10:00 p.m.	\$	108.80

Facility Rentals – Prices include GST

Concession Rental	\$	500.00 per month
ProShop Rental	\$	267.75 per year
Teen Room		Free for community groups that are involved in youth programming
	\$	52.50 penalty for Judo club if mats are left on the ground when another youth group wants to use the teen room
	\$	10.50 per hour for groups not involved in youth programming
Arena Lobby Rental	\$	15.75 per hour
Curling Club Rental	\$	26,398 (October to April)

Off Season Rates – Prices include GST

Arena Rental (all groups)	\$	30.00 per hour
	\$	180.00 per day
Curling Rink Rental (all groups)	\$	30.00 per hour
	\$	180.00 per day
Damage Deposit	\$	500.00 deposit required for all off season bookings

Sports Fields

Field Rentals – Prices include GST

Baseball Diamonds	\$	5.25 per hour
Youth Teams (Local)	\$	3.15 per hour
Damage Deposit	\$	300.00 deposit required for all bookings

Campground – Prices include GST

Nightly	\$	10.00
Weekly (7 consecutive nights)	\$	60.00
Monthly (30 consecutive nights)	\$	225.00



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UTILITY RATES

Water Rates

Non-Residential / Single Dwelling Residential:

- Base rate: \$48.50 per monthly billing. Includes the first twenty (20) cubic meters of water used.
- Overages: \$1.90 per cubic meter of water used over and above the initial twenty (20) cubic meters of water used each month.

Multi-Unit Dwelling:

- Base rate: \$48.50 per monthly billing, multiplied by the number of dwelling units, regardless of whether the dwelling is occupied or vacant. Includes the first twenty (20) cubic meters of water used, multiplied by the number of dwelling units.
- Overages: \$1.90 per cubic meter of water used over and above the initial twenty (20) cubic meters of water per dwelling unit used each month.

Mobile Home Parks:

- Base rate: \$41.23 per monthly billing, multiplied by the number of dwelling units, regardless of whether the dwelling is occupied or vacant. Includes the first twenty (20) cubic meters of water used, multiplied by the number of dwelling units.
- Overages: \$1.90 per cubic meter of water used over and above the initial twenty (20) cubic meters of water per dwelling unit used each month.

Institutions (Piyami Lodge, Piyami Manor, Bethesda Care Home, Schools, Green Acres Foundation)

- Base rate: \$48.50 per monthly billing. Includes the first twenty (20) cubic meters of water used.
- Overages: \$1.90 per cubic meter of water used over and above the initial twenty (20) cubic meters of water used each month.

Outside Town Limits:

- Base rate: \$97.00 per monthly billing (two times the rate for properties within town limits). Includes the first twenty (20) cubic meters of water used. This rate applies to all accounts (commercial, residential, etc.) that are outside of Town limits.
- Overages: \$2.10 per cubic meter of water used over and above the initial twenty (20) cubic meters of water used each month.

Bulk Water Truck Fill:

- Initial fee: \$25.00 account set-up fee. Includes one (1) water card.
- Water: \$4.00 per cubic meter
- Water card: Replacements for lost or damaged cards can be purchased for \$10.00.

Raw Water:

- Residential: \$125.00 annually
- Non-Residential: \$330.00 annually

Water Meter Installation and Removal:

- Installation: \$550.00
- Removal: \$50.00 During Regular Working Hours
\$150.00 Weekends, Holidays and After Hours

Utility Disconnection Fees:

- Administrative Disconnect: \$25.00
- Physical Disconnect: \$65.00 During Regular Working Hours. Includes reconnection.
\$150.00 Weekends, Holidays and After Hours. Includes reconnection.

Water Meter Repair or Replacement:

- Meter repair or replacement service charges will be billed to the account holder at cost plus a 10% administration fee. Repair or replacement charges will only be applied when there is evidence that the meter needs repair or replacement because it has been tampered with.

Water Meter Testing



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Meter test: \$125.00. Charge is only applied when a property owner requests a water meter test and the test proves that the water meter is functioning appropriately.

Sewer Rates

Monthly Sewer Rates:

Table listing sewer rates for various categories: Single-Unit Dwelling (\$18.75), Multi-Unit Dwelling (\$18.75 per dwelling unit), Mobile Home Park (\$15.94 per dwelling unit), Car Washes (\$107.50), Hotels/Motels (\$107.50), Institutions (as listed below) (\$107.50), Commercial 1 (as listed below) (\$18.75), Commercial 2 (as listed below) (\$34.00), Commercial/Residential Combination Facilities (\$34.00), and Sewer Accounts Outside of Town Limits (Double the pertinent in-town rate).

Waste Management Rates

Monthly Garbage Collection Rates:

Table listing garbage collection rates: Residential (\$16.75), Multi-Unit Dwelling (\$11.00 per dwelling unit in each property), Mobile Home Park (\$14.24 per dwelling unit in each property), Commercial (\$22.50 per weekly pickup), Mixed Commercial / Residential (\$22.50 per weekly pickup), and Institutional (as listed below) (\$102.00 per month (2 weekly pickups)).

Garbage Bins

The Town of Picture Butte will provide one (1) initial Garbage Bin to each property. Additional bins as replacements for damaged, lost or stolen bins are the responsibility of the property owner and must be purchased through the Town Office for \$100.00.

The Town of Picture Butte will provide up to five (5) Garbage Bins to each utility account that has their garbage classified as "Institutional". Additional bins as replacements for damaged, lost or stolen bins are the responsibility of the property owner and must be purchased through the Town Office for \$100.00.



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Utility Penalties and Fines

Penalties

Utilities Arrears Penalty 2% per month (26.82% per annum)

Failure to Comply Fines

First Offence.....\$150.00
Second Offence.....\$250.00
Third Offence.....\$500.00



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FIRE DEPARTMENT SERVICE FEES & CHARGES

Standby Fees for Non-Emergency Events

Fire Engine	\$ 325.00 per unit per hour or portion thereof
Rescue Unit	\$ 325.00 per unit per hour or portion thereof
Command Unit	\$ 300.00 per unit per hour or portion thereof
Specialty Team	\$ 100.00 in addition to unit charge

Standby/Assistance is available for not-for-profit or charitable organizations. Please contact the Picture Butte Firefighters Association for details.

Response Fees for False Alarms (per calendar year)

First response	No charge
Second response	\$ 325.00
Third or more response	\$ 650.00

Fire Inspections

During regular business hours	\$ 75.00 per report
After regular business hours	\$ 100.00 per report
Re-inspection for outstanding fire code violations	\$ 100.00 per report

Miscellaneous Fees

File search (investigations and inspections)	\$ 50.00 per search
Occupancy Load Certificates	\$ 75.00 per certificate
Fire Investigation Services	\$ 75.00 per hour
Fire Extinguisher Training	\$ 10.00 per person
Emergency Response / Evacuation Planning	\$ 100.00 per plan
Fire Drills	No charge
Public Education	Assessed per request
Display Fireworks Permit application	\$50.00 (non-refundable)
Out-of-Town Services	Per service charge plus \$0.50 per km, one way