

**TOWN OF CROSSFIELD
FEES AND RATES BYLAW
BYLAW NO. 2017-15**

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, 2000, Chapter M-26., as amended; and the Freedom of Information and Protection of Privacy Act, S.A., 1994, Chapter F-18.5, as amended, a municipality must make certain information available to the public; and

WHEREAS, in accordance with the Municipal Government Act, and the Freedom of Information and Protection of Privacy Act, a municipality may pass a bylaw establishing fees to charge for providing information.

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:

1.0 TITLE

1.1 That bylaw shall be known as the “**Fees and Rates Bylaw 2017-15**”

2.0 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) “**Formal Request**”: shall mean the request for information, which is not routinely provided and requires the completion of a form in accordance with the access to information by the Town of Crossfield.

3.0 APPLICATION

Unless prior written approval is obtained from the Chief Administrative Officer, 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.

All fees and rates are subject to change with the rate of inflation in the follow years and subject to amendment to Schedule A, unless otherwise noted.

Water and Sewer Utility and Residential Garbage & Recycling rates will be effective for the March 25, 2018 billing.

Future fees and rates will be amended to the rate of inflation for Alberta as per Stats Canada rounded to the nearest dollar on an annual base, unless otherwise approved by Council.

4.0 REPEAL

Bylaw No. 2016-19 is hereby repealed in their entirety.

Given first reading this 19th day of December, 2017

Given a second reading this 19th day of December, 2017

Read a third and passed unanimous consent of Council this 19th day of December, 2017

Mayor Tennant

CAO Bosman

**Town of Crossfield Fees & Rates
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Schedule A Fees & Rates

Administrative

GST	Service Description	Current Fee
	Tax Certificates	\$42.00/property
E	Faxed Tax/Property Information	\$25.50/property
E	Request for removal of registered instruments from Title	\$25.50/title
T	Public Request of Photocopies	.50 /copy
T	Tax records (photocopy/emailed)	\$1.00 /page
T	Computer printed sheets	\$1.00 /page
	Maps	
T	Large Wall Maps (Civic Address & Zoning)	\$25.50/map
	Civic Address & Zoning Maps (11x 17, 8 ½ x 14, 8 ½ x 11)	\$2.00/map
E	NSF Charges	\$36.00 per clearing item
		AMOUNT
		SERVICE CHARGE
		\$0 - \$50
		\$0
		\$51 - \$100
		\$1.50
		\$101 - \$200
		\$2.00
		\$201 - \$300
		\$5.00
		\$301 - \$400
		\$7.00
		\$401 - \$500
		\$9.00
		\$501 - \$600
		\$11.00
		\$601 - 700
		\$13.00
		\$701 - 800
		\$15.00
		\$801 - 900
		\$17.00
E	Service charge on Visa and Mastercard transactions	\$901 - \$1000
		\$19.00
		\$1001 - \$1100
		\$21.00
		\$1101 - \$1200
		\$23.00
		\$1201 - \$1300
		\$25.00
		\$1301 - \$1400
		\$27.00
		\$1401 - \$1500
		\$29.00
		\$1501 - \$1600
		\$31.00
		\$1601 - \$1700
		\$33.00
		\$1701 - \$1800
		\$35.00
		\$1801 - \$1900
		\$37.00
		\$1901 - \$2000
		\$39.00
		\$2,000+
		2.2%
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	Town of Crossfield Land Use Bylaw – Hard Copy	\$52.00
E	Certificate of Compliance – Residential property	\$102.00/property
E	Certificate of Compliance – non-residential property	\$155.00 /property
	Inspection of the Assessment Roll	No Charge
T	Administrative Personnel	\$ 25.50/hr

E	Freedom of Information & Protection of Privacy Act	
	For each FOIP Application	
	For locating a general document - one-time fee	\$ 25.50
	For locating a general document – continuing request fee	\$52.00
	If the request is sent to Town’s legal Counsel for review	Actual cost to the Town

Any Elector or Owner or Purchaser of Land within the Municipality may obtain a copy of:

- i. Any contract approved by Council or an executive committee and any bylaw or account after it has been submitted to the council,
- ii. Any report of the Council or of any committee or of any official of the Municipality after it has been submitted to the Council, other than an opinion or report of the Municipal Solicitor or of any legal Counsel engaged by the Municipality,
- iii. The minutes of Council after they have been adopted by the Council,

Water & Wastewater Utility

GST	Service Description	Current Fee
Residential & Commercial		
E	Bi-Monthly minimum Service Charges – Residential & Commercial	\$43.50 for 22.7 m ³ (5,000 gallons)
	Over the minimum 22.7 m ³ (5000 gallons)	\$3.25 per cubic meter (m ³) (220 gallons)
E	Wastewater Services	
		2015 55% of water charges levied.
		2016 60% of water charges levied.
		2017 65% of water charges levied.
		2018 70% of water charges levied
E		2019 and thereafter 75% of water charges levied
Industrial		
E	Bi-Monthly minimum Service Charges – Industrial	\$52.50 for 22.7 m ³ (5,000 gallons)
	Over the minimum 22.7 m ³ (5000 gallons)	\$3.60 per cubic meter (m ³)
E	Wastewater Services	
		2015 60% of water charges levied.
		2016 70% of water charges levied.
		2017 80% of water charges levied.
		2018 90% of water charges levied
		2019 and thereafter 95% of water charges levied
E	Paper Utility Bill - residents 60 years of age & over are exempt	\$2.00/bill
E	Meter Accuracy Test	\$210.00
E	Administration Fee - transferring of outstanding utility accounts to tax roll accounts	\$51.00
E	Administrative Fee - new utility account for utility services	\$51.00
E	Minimum utility charge - where there is no inside water meter, outside meter, remote read, MXU transceiver unit.	90.08 m ³ (20,000 gallons)
	Penalties on all amounts in arrears	7% per Bi monthly bill

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 and are subject to a 10% administration fee – this applies for any new construction within the Town of Crossfield.

Information regarding meter prices is available at the Town Operational Services Department or the Town Administration Office.

Recycling

GST	Service Description	Current Fee
	Curbside Recycling - Residential	\$19.25 bi-monthly
	Recycling Fee Commercial/Industrial	\$10.35 bi-monthly
	Lost or Stolen Recycling Cart – 1 st Incident	No Charge
	Lost or Stolen Recycling Cart – 2 nd Incident	\$ 36.00
	Lost or Stolen Recycling Cart Replacement thereafter	\$ 72.00
	Damaged Recycling Cart Replacement caused by services provider	No Charge
	Damaged Recycling Cart Replacement caused by property owner - 1 st incident	No Charge
	Damaged Recycling Cart Replacement caused by property owner 2 nd incident	\$ 36.00
	Damaged Recycling Cart Replacement caused by Property owner thereafter	\$ 72.00

Residential Garbage

GST	Service Description	Current Fee
E	Residential & Commercial weekly garbage pick-up**	\$29.00 bi-monthly
E	Garbage Bag Tags	\$2.00 each \$2.00/bag to a max of five (5) bags, thereafter
E	Transfer Site users	\$ 16.00 for a ½ ton truck or \$ 31.00 for over a ½ ton truck load.

** 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.

Bulk Water

GST	Service Description	Current Fee
E	Resident	\$ 5.10/m ³
E	Non-Resident	\$7.30/m ³

Cemetery

GST	Service Description	Current Fee
T	Plot Purchase	
	In Town Residents Plot Purchases	\$507.00
	Out of Town Residents Plot Purchase	\$710.00
	Military Veterans Plot Purchases	Half of stated price
T	Columbarium Niches	
	Columbarium Niches <i>(Includes Niche for 2 people, Niche Plate Wreath, engraving, 1st Opening and Closing of Niche and perpetual care)</i>	\$2040.00
T	Columbarium Niche for Military Veterans	Half of stated price
T	2 nd Open & Close of Niche	\$103.00
	Internment	
T	Open and Close Plot (Full Casket)	\$365.00
	Open and Close Plot (Cremations)	\$157.00
	Disinterment	
T	Casket	\$775.00
	Cremation (Urn)	\$365.00
T	Additional Charge for funerals held on a weekend, statutory holiday or afterhours	\$213.00
T	Monument Placement Permit	\$30.00

Operational Services Equipment & Personnel

GST	Service Description	Current Fee
T	#6 Kenworth Tandem Gravel Truck	\$162.00/hr
T	#7 Street Sweeper	\$167.00/hr
T	#8 Operator and Truck	\$106.00/hr
T	#9 Ford ½ Ton	\$86.00/hr
T	#12 Foreman and Truck	\$132.00/hr
T	#13 1 Ton truck w/dump box	\$132.00/hr
T	# 18 JCB 2145 Backhoe	\$182.00/hr
T	#23 12 foot utility tilt trailer	\$56.00/hr
T	#24 Portable gas powered welder/generator	\$83.00/hr
T	#39 Portable gas powered 4" pump	\$73.000/hr
	Portable gas powered 2" pump	\$36.00 /hr
T	#40 Portable Steamer	\$67.00/hr
T	#101 140H Cat Grader	\$258.00/hr
T	#102 International 5 Ton Salt/sand mixture (full load 4 tons)	\$167.00/hr \$208.00/hr
T	#103 Sewer Flushing unit with 2 personnel	\$208.00/hr
T	#104 Skid Steer	\$123.00/hr
T	#110/111 22" Weed Trimmer	\$87.00 each/hr
T	#114 220 Volt Mig Welder	\$68.000/hr
T	Barricades (max 10)	\$43.00/day
T	2" 110 Volt Pump	\$53.00/hr
T	Sewer Camera	\$157.00/usage
	Evening/Weekends	\$258.00/usage
T	Skid Steer with powered attachments	\$152.00/hr

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

Parks & Facilities & Personnel

GST	Service Description	Current Fee
T	#203 John Deere 110 Tractor	\$105.00/hr
T	#204/217 Kubota ZD 331 Zero Turn Mower	\$100.00/hr
T	#216 Kubota F3990 Front Mower	\$100.00/hr
T	Kubota Snow Blower	\$100.00/hr
T	John Deere Rough Cut Mower	\$138.00/hr
T	John Deere Gator	\$100.00/hr
T	#207 Mastercraft Push Mower	\$52.00/hr
T	#208 Yard Works Self-propelled Push Mower	\$52.00/hr
T	#209-212 Weed Whipper, Gas Powered	\$67.00/weed whipper/hr
T	#213 Rototiller	\$100.00/hr
T	#214 Yard Works Snow Blower	\$52.00/hr
T	Personnel Rates	
	Laborer	\$35.00/hr
	Skilled Laborer	\$55.00/hr

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

Town of Crossfield Sports Field User Fees (Ball Diamonds – All fees plus GST)

GST	Service Description	Current Fee
	<i>Ball Diamonds</i>	
T	Local Minor Baseball	\$22.00/game
T	Slo-Pitch Teams	\$210.00/team
T	Men's Hardball & Ladies Fastball	\$32.00/game
T	One Time Rentals (Out of Town users)	\$55.00/game
	Tournaments:	
T	Local Youth	\$78.00/day
T	Adult	\$110.00/day
T	Out of Town	\$210.00/day

Fire Services and Personnel

GST	Service Description	Current Fee	Alberta Transportation Fees Fees are charged for first full hour then by ¼ hours
E	154 Aerial	\$900.00/hr	\$615.00/hr
E	154 Battalion (Command)	\$900.00/hr	\$180.00/hr
E	154 Bush Buggy	\$900.00/hr	\$180.00/hr
E	154 Engine	\$900.00/hr	\$615.00/hr
E	154 ERU	\$900.00/hr	\$180.00/hr
E	154 Fire Engine Primary	\$900.00/hr	\$615.00/hr
E	154 Rescue	\$900.00/hr	\$615.00/hr
E	154 Tender (Water Tanker)	\$900.00/hr	\$615.00/hr
E	155 Engine	\$900.00/hr	\$615.00/hr
E	155 Tender	\$900.00/hr	\$615.00/hr
E	Fire Personnel – Volunteer	\$80.00/hr	\$80.00/hr
E	Fire Permits	\$55.00/permit	
E	Fire Works Permits	\$55.00/permit	
T	Fire Hall Rental for Training Room	\$77.00/day \$55.00/half day	

Animal Control

GST	Service Description	Current Fee
E	Spayed or Neutered Dogs	\$26.00/dog –Annually Jan- Dec
E	Other	\$41.00/dog –Annually Jan – Dec
E	Replacement Tag	\$2.00/tag
E	Restricted Dog License	\$102.00/Dog
E	Hobby License -	\$26.00
	For Fines, please refer to the most recent Dog Control Bylaw	

Miscellaneous Applications & Fees

GST	Service Description	Current Fee
E	Zoning Confirmations Letter	\$50.00
E	Environmental & Tax Roll File Search	\$50.00
E	Condominium Certificate	\$50.00/unit
E	Encroachment Agreement	\$150.00
E	Road Closure (permanent)	\$1,015.00
E	Discharge of Caveat	\$30.00

Sign Permits

GST	Service Description	Current Fee
E	Sign Permits	\$102.00/sign

Home Occupation Permits

GST	Service Description	Current Fee
E	Home Occupation Permits	\$102.00

Development Permits

GST	Service Description	Current Fee	
	General		Discretionary Use or Permitted with a Relaxation
		Permitted Use	
E	Accessory Building	\$55.00	\$160.00
E	Addition (residential Building)	\$105.00	\$305.00
E	Addition (non-residential)	\$210.00	\$305.00
E	Change of use – Commercial	\$210.00	\$260.00
E	Change of use – Industrial/Mixed Use	\$260.00	\$310.00
E	Relaxation to existing structure		\$305.00/structure
E	Relaxation to non constructed structure		\$165.00/lot
E	Residential home occupation	\$105.00	\$160.00
E	Secondary Suite to an existing residential building		\$305.00
E	Other/Misc (Driveway in front yard, placement of bin on roadway/sidewalk)	\$105.00	\$160.00
	Residential – New Construction		
E	Single Detached/Duplexes/Semi- Detached	\$30.00	\$305.00
E	Single Detached (with Secondary Suites)		\$305.00
E	Modular Home/Manufactured homes/Pre-Fabricated homes	\$200.00	\$215.00
E	Triplex/Fourplex	\$300.00	\$315.00
E	Apartments/Attached Housing/Dwelling Groups	\$300.00	\$465.00
	Non-Residential – New Construction		
E	Industrial/Commercial/Mixed Use	\$235.00	\$465.00
E	All other non-residential	\$165.00	\$305.00
E	Development Permit (Pre-submission Review with planners/engineers)		\$215.00
E	Development Permit Time Extension		\$215.00

Statutory Plans

GST	Service Description	Current Fee
E	Area Structure Plan Review	\$10,000.00
	Town Led Area Structure/Redevelopment Plan	As per Council's approval
E	Amendments (MDP, ASP,)	
	Minor(no changes in use or density)	\$2,250.00
	Major (new districts, change in use, change in density,)	\$3,250.00

Amendment (Land Use Bylaw Redesignation)

GST	Service Description	Current Fee
E	Residential District	\$1,025.00/district
E	Commercial/Business District	\$2,555.00/district
E	Industrial District	\$3,055.00/district
E	Municipal and Institutional District	\$1,025.00/district
E	Urban Reserve District	\$1025.00/district
E	Direct Control District	\$1,025.00/district
E	New District	\$3,105.00 district
E	An additional base fee	\$160.00/hectare

Subdivision

GST	Service Description	Current Fee
E	Subdivision Application	\$155.00+ \$160.00/lot
E	Subdivision – Instrument (subdivision of existing lots)	\$1,025.00

Stripping and Grading Permits

GST	Service Description	Current Fee
E	Stripping and Grading Permits- if separate from Development Agreement (less than 20 acres) (Letter of Credit)	\$103,000.00
E	Stripping and Grading Permit- if separate from Development Agreement (more than 20 acres) (Letter of Credit)	\$160,000.00

Building/Demolition Permits

For fees regarding building, electrical, gas & plumbing permits please refer to the Town of Crossfield's most recent Permit Fee Bylaw.

A demolition permit must be completed and the proper utility companies must be notified before demolition is started (this includes the Town of Crossfield) and the Town of Crossfield Fire Department.

******* Safety Codes Council fees are an additional cost where applicable *******

Servicing/Indemnification Agreement

Please refer to the most recent Servicing/Indemnification Agreement for current fees & deposits.

Appendix A
Formal Request



Request to Access Information

Personal information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request. See instructions for completing this form.

About you	Title (optional)		Last Name		First Name	
	Name of Company or Organization (if applicable)					
	Mailing Address		Street		City/Town/Village	
					Province	
					Postal Code	
Telephone Number (daytime) () ()			Telephone Number (evening) () ()			Fax Number () ()
E-mail Address						

About your request

1. What kind of information do you want to access?
 General information (An initial fee of \$25 is required – see instructions for explanation of fees.)
 Your own personal information (No initial fee is required for personal information.)

2. To which public body are you making your request? (Please fill in the name of the public body.)

3. Do you want to: receive a copy of the record? OR examine the record?

About the information you want to access

1. What records do you want to access? Please give as much detail as possible. (If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.)

2. What is the time period of the records? Please give specific dates. (See instructions for details.)

Your signature

Signature	Date
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FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments