

**BYLAW 03/24**

**A BYLAW OF FLAGSTAFF COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF GENERAL FEES AND CHARGES FOR GOODS AND SERVICES AS DELIVERED TO THE COMMUNITY.**

**WHEREAS** it is expedient for the Council of Flagstaff County to enact a bylaw that establishes and maintains the General Fees and Charges for services rendered within Flagstaff County;

**AND WHEREAS** pursuant to section 8 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, a Council may pass bylaws to establish fees and charges for the provision of certain goods and services;

**NOW THEREFORE** the Council of Flagstaff County, in the Province of Alberta, duly assembled, hereby enact as follows:

**1.1 BYLAW TITLE**

- a) This Bylaw shall be known as the "Fees and Charges Bylaw."

**1.2 FEES AND CHARGES**

- a) Schedule A to this bylaw sets out the fees and charges for certain goods and services provided by Flagstaff County to the Community.
- b) The Fees and Charges Bylaw will be reviewed, updated and approved by Council annually to ensure the rates are fair and accurate and relate with their associated program costs.
- c) The Chief Administrative Officer has the authority to reduce or waive the imposition of any of the charges set out for reasons that reasonably qualify as an emergency or of a humanitarian nature.
- d) Flagstaff County reserves the right to implement charges required to cover the costs for the supply of information, goods and services that are not specifically noted in Schedule A.

**1.3 SEVERABILITY**

- a) If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

**1.4 ENACTMENT**

- a) This Bylaw shall come into full force and effect upon passing of the third reading.
- b) All previous rates for Goods and Services as delivered and as noted in this bylaw will be revoked and replaced by the rates stated in Schedule A for those Goods and Services as delivered to the Community.
- c) All previous rates for Goods and Services as delivered to the Community, and not noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Goods and Services as delivered to the Community.

**1.5 REPEAL**

- a) This Bylaw repeals Fees and Charges Bylaw 04/23.

READ A FIRST TIME this 14 day of Feb., 2024.

READ A SECOND TIME this 14 day of Feb., 2024.

READ FOR A THIRD AND FINAL TIME this 14 day of Feb., 2024.

SIGNED and PASSED this 14 day of Feb., 2024.

  
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Chief Administrative Officer



## FEES AND CHARGES SCHEDULE A



Bylaw 03/24

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# CORPORATE SERVICES

## ADMINISTRATIVE

Description	Fee	*Plus GST
Agendas, minutes, correspondence and other miscellaneous information	\$ 0.50/page	
Laminating	\$ 0.75/foot	
Tax Certificates	\$30/parcel	
Tax Notification	\$50/parcel	
Assessment Detail or Summary Sheets	1 <sup>st</sup> parcel - \$ 10 Each additional parcel – \$ 2	
Sales list report		
• Covering up to a 6-month period	\$ 30	
• Covering a 7–12-month period	\$ 50	
Caveat Discharge fee	N/C	
NSF Cheques	\$40	
Tax Penalties ( <i>in accordance with Bylaw 09/20</i> )		
• First penalty (after October 15)	12 %	
• Second penalty (after April 30)	6 %	
Local Assessment Review Board Complaints (LARB)		
• Residential 3 or fewer dwellings and farmland	\$ 50	
Composite Assessment Review Board Complaints (CARB)		
• Residential 4 or more dwellings	\$ 650	
• Non-Residential	\$ 650	
In accordance with Schedule 2 - Matters relating to assessment Complaints Regulation AR 310/2009 (LARB & CARB)		
<i>If a complainant withdraws a complaint on agreement with the assessor to correct any matter or issue under complaint, any complaint filing fee must be refunded to the complainant.</i>		
Rental of Office Space (12435 Twp Rd 442 Sedgewick)		*
• Per office	\$ 350/month	
• Rental of 3 or more offices	\$ 2/sq ft/month	
Rental of Meeting Room (Sterling Room at Administration Building)		*
• Half day rental (4 hrs)	\$ 75	
• Full day rental (over 4 hrs)	\$ 125	
<i>All prices include the kitchen at no extra charge</i>		
Dog Control fees and penalties	Refer to Bylaw 01/17 Schedule A and B	
General Accounts Receivable		
All accounts are due thirty (30) days from invoice date. Any invoices outstanding after thirty (30) days will be charged 1.5% interest per month except invoices for Fire Protection and Unsightly Property Clean-		

up. Past due reminders will be sent out after thirty (30) days. Accounts outstanding for more than ninety (90) days will be subject to the legal processes available through legislation.

**GIS DATA, MAPPING & PLOTTING:**

Land Ownership Map of Flagstaff County (36" x 36")	\$20	*
Digital Aerial Photography – Digital Version		*
• Quarter Section	\$ 15	
• Half Section	\$ 35	
• Section	\$ 50	
• Township	\$ 1,000	
<i>Costs reflect data available electronically only. Printing costs would be added when obtaining a physical copy from the County.</i>		
Digital Aerial Photography – Digital Geo-Rectified (projected)		*
• Quarter Section	\$ 25	
• Half Section	\$ 50	
• Section	\$ 65	
• Township	\$ 1,000	
<i>Costs reflect data available electronically only. Printing costs would be added when obtaining a physical copy from the County.</i>		
Printing and Plotting Costs:		*
• 8.5 x 11	\$ 10	
• 11 x 17	\$ 20	
• Black and white plotting	\$ 5/linear foot	
• Color plotting	\$ 8/linear foot	
<i>Plotting is done on high quality roll paper which is 3 feet wide.</i>		
Map Production/GIS time (for special request data/map production)	\$ 45/hour	*

Photos have a 30cm resolution and were collected in a 10TM projection. All Photos are available in Mr.SID, TIFF, ECW and JPEG projected formats and PDF format. Certain GIS data will require a digital data agreement to be signed and submitted to the County.

All mailing costs incurred by the County will be *added* to the above prices.

**HEALTH & SAFETY**

Description	Fee	*Plus GST
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Safety Courses	Cost recovery	*
Respirator Fit Testing	\$ 50/person	*

*All Courses are offered only to the towns and villages within Flagstaff County, and Flagstaff County agencies/committees.*

# COMMUNITY SERVICES

## PLANNING AND DEVELOPMENT

Description	Fee	*Plus GST
Municipal Development Plan (MDP)	\$ 20	
Land Use Bylaw (LUB)	\$ 20	
Intermunicipal Development Plan	\$ 20	
Compliance Certificate	\$ 40	
Land Use Bylaw Amendment Application	\$ 200	
Development Concept Plan	\$ 5,000	
Subdivision and Development Appeal ( <i>Non-refundable</i> )	\$ 300	
Reclamation Security for Natural Resource Extraction	\$2,500/acre	
Development Permit within the following land use districts: Agriculture, Agricultural Small Holdings, Highway Commercial, Multi lot Country Residential, Rural Industrial, Hamlet General, Hamlet Industrial, Hamlet Public		
• Permitted use	\$ 50	
• Discretionary use or variance	\$ 100	
Development Permit <b>issued after commencement of project</b> , within the following land use districts: Agriculture, Agricultural Small Holdings, Highway Commercial, Multi lot Country Residential, Rural Industrial, Hamlet General, Hamlet Industrial, Hamlet Public		
• Permitted use	\$ 100	
• Discretionary use	\$ 200	
Development Permit within the following land use districts:  Agriculture, Agricultural Small Holdings, Highway Commercial, Multi lot Country Residential, Industrial, Rural Industrial, Hamlet General, Hamlet Industrial, Hamlet Public		5% of development cost
• Permitted or discretionary use (after development and a variance required)		
Development Permit within the Industrial district (excluding Hamlet Industrial District):		
• Permitted use	\$100	
• Discretionary use	\$500	
Persons contravening any provision of the Land Use Bylaw (01/23) or the Nuisance Bylaw (02/23) to whom a municipal tag or violation ticket is issued shall be liable for a penalty:		
• Municipal Tag	\$ 500	
• First offense	\$ 750	
• Second offense (each day that a breach of the Bylaw has occurred may be considered to be a separate offense)	\$ 1,000	

Unightly Property Clean Up – (1 Hour Minimum Charge)

- Manpower
- Mower/Trimmer
- Other Equipment

\$ 50/hr per employee  
\$ 50/hr  
20 % less ARHCA

- Flagstaff County has contracted an accredited agency, Superior Safety Codes Inc., to issue all building, gas, plumbing, electrical and private sewage disposal system permits, and perform any required inspections. For information regarding fees and regulations, please call 1-866-999-4777 or go to [www.superiorsafetycodes.com](http://www.superiorsafetycodes.com).

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## FIRE PROTECTION

*(In accordance with Bylaw 08/21)*

Flagstaff Regional Emergency Services Society (FRESS) may bill for service in accordance with Bylaw 08/21:

- Schedule A – Regional Fire Services Schedule of Fees
- Schedule B – Specified Penalties

In the event that the amount levied by FRESS for firefighting is not paid within ninety (90) days, the amount levied and unpaid shall be charged against the land upon which the fire was started as taxes due and owing in respect of that land.

## PROTECTIVE SERVICES

Description	Fee	*Plus GST
Peace Officer Services	\$75.00/hr	

# MUNICIPAL SERVICES

## AGRICULTURE/PARKS

Description	Fee	*Plus GST
Beaver Dam Removal <i>The County will remove unwanted beaver dams on private land</i>	Cost recovery + \$50/hour	*
Crop Protection Book	Cost recovery	*
Weed Control ( <i>One-hour minimum charge, Chemical is GST exempt</i> )		*
<ul style="list-style-type: none"> <li>• Contract Weed control on private land (agricultural)               <ul style="list-style-type: none"> <li>- Backpack Sprayer</li> <li>- Handgun Sprayer</li> <li>- Spray Truck with Boom-buster</li> <li>- Side by Side</li> <li>- Manpower (hand picking)</li> </ul> </li> </ul>	\$35/hr + chemical \$80/hr + chemical \$ 120/hr + chemical \$80/hr + chemical \$35/hr	
Leafy Spurge Program	50% Cost-Shared	*
Shelterbelt Establishment Program	50% Cost- Shared	*
Equipment for Rent:		*
<ul style="list-style-type: none"> <li>• Tree Planter</li> <li>• Skid mounted handgun sprayer</li> <li>• Eco-Bran Applicator</li> <li>• Skunk Trap</li> <li>• Magpie Trap</li> <li>• Raccoon Trap</li> <li>• Scare Cannon</li> <li>• Mulch Applicator</li> </ul>	\$ 25/day \$ 25/day \$ 25/day \$ 75 ( <i>refundable deposit</i> ) \$ 75 ( <i>refundable deposit</i> ) \$ 75 ( <i>refundable deposit</i> ) \$150 ( <i>refundable deposit</i> ) \$ 100 ( <i>refundable deposit</i> ) +\$25/day Cost recovery \$75 ( <i>refundable deposit</i> )	
Pest Control Products for Sale:		*
<ul style="list-style-type: none"> <li>• Richardson Ground Squirrel Traps</li> <li>• Pocket Gopher Traps</li> <li>• RoCon Poison Free Rodenticide Starter Kit</li> <li>• RoCon Poison Free Rodenticide</li> </ul>	\$ 31/trap \$ 13.50/trap Cost Recovery Cost Recovery	
Galahad Gazebo (day use) 312 Merlin Street (Includes GST) <i>(Exemption to the Galahad Lions Club)</i>	\$ 50/day	
County Parks Overnight Camping (Includes GST) <i>The maximum length of stay is ten (10) consecutive nights.</i>		
<ul style="list-style-type: none"> <li>• Non-serviced</li> <li>• Serviced</li> <li>• Galahad Municipal Grounds <i>(Booking deposit of \$ 50 required)</i></li> </ul>	\$ 25/per night per site \$ 30/per night per site \$ 75/day + \$ 10 per camping unit	



## TRANSPORTATION

Description	Fee	*Plus GST
Bid bond	10 % of contract	
Performance bond	50 % of contract	
Dust suppressant (In accordance with Policy PW013)		*
• Residential (Collector and Local roads)	Cost recovery	
• Residential (Arterial roads) Up to 200 meters	No Fee	
Signs ( <i>All prices include installation costs</i> )		*
• Non-Regulatory	\$ 225/sign	
• Regulatory	No Charge	
• Rural Address Signs	\$ 200/sign	
Approach Construction <i>Alberta Road Builders &amp; Heavy Construction Association (ARHCA)</i>	20 % less ARHCA	*
New culvert within a right-of-way	Cost recovery	*
Additional Brushing <i>(Additional time rented up to a maximum of 5 hours annually)</i>	20 % less ARHCA	*
Private Laneway Maintenance ( <i>in accordance with Policy PW 012</i> )	\$174/hr	*
<i>Half hour minimum charge</i>	\$87/half hour	
<i>Administration and Inspection Fee</i>	\$149	
Equipment Rental Services ( <i>in accordance with PW001-9</i> )	20 % less ARHCA	*
TRAVIS Multi-Jurisdiction Fixed Municipal fee	\$25	
Approach inspection/administration fee	\$ 250	
Utility crossing inspection/administration fee	\$ 250	
Overload/Weight Restriction inspection/administration fee	\$ 250	
Multi Load Road Use Inspection/administration fee	\$ 250	
Road Plan Closure and Cancellation inspection/administration fee	\$1,000	
Agreement Security		
• Overload/Weight Restriction Agreement OIL Sector	\$ 25,000	
• Overload/Weight Restriction Agreement AG Sector	\$ 5,000	
Patch Material	Contact Public Works	*
Gates		*
• Metal Gate - supply and installation	Cost Recovery	
• Texas Gate - supply and installation	Cost Recovery	
Galahad Bulk Water Sales	\$0.04/gallon	
Gravel – all sales of gravel shall be limited for ratepayers to 150 tonne of gravel per year per residential/farm/ acreage site. Gravel is not available for sale to commercial users. For further information regarding gravel prices contact Public Works at (780) 384-4123.		*

# HAMLET UTILITIES

Description	Fee	*Plus GST
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Rates, Fees and Charges for Water Services and Sewer Services are as follows:

Property Type	Water Services			Sewer Services	
	Monthly Fixed Rate	Base Consumption Allowance	Monthly Infrastructure Fee	Monthly Fixed Rate	Monthly Infrastructure Fee
Residential Premises & Farm Properties	\$72.00	15 m <sup>3</sup>	\$35.00	\$17.25	\$24.50
Manors <i>(Flagstaff Regional Housing)</i>	\$288.00 (\$72.00 x 4 units)	FLAT	\$35.00 Per Service Connection (1)	\$69.00 (\$17.25 x 4 units)	\$24.50 Per Service Connection (1)
Non-Residential	\$72.00	15 m <sup>3</sup>	\$35.00	\$17.25	\$24.50
Galahad Health Care Centre	\$1,296.00 (\$72.00 x 18 units)	FLAT	\$35.00	\$310.50 (\$17.25 x 18 units)	\$24.50
Non-Metered	\$72.00	-	\$35.00	\$17.25	\$24.50

Reconnection Fee \$50

The Infrastructure Fee for Water Services and Sewer Services will be applied to all accounts, regardless of whether Water Services have been disconnected.

The Monthly Fixed Rate for Water Services and Sewer Services will not be applied to accounts for which Water Services have been disconnected.

The Consumption Charge for water consumed in excess of the Base Consumption Allowance will be charged at the rate of \$4.00 per m<sup>3</sup>.

Rates, Fees and Charges for Solid Waste Services are as follows:

Solid Waste Services

- All properties (except Manors)
- Manors (Flagstaff Regional Housing)

**Monthly Fixed Rate:**

\$27.90

\$27.90

per unit (4)

The Monthly Fixed Rate for Solid Waste Services shall apply to all active serviced accounts unless that customer pays for alternate Solid Waste collection directly from the Flagstaff Regional Solid Waste Management Association.

Additional waste bag tags

\$1 per tag

A penalty of 2.5% on all outstanding utility charges shall be added if the account is more than thirty (30) days overdue.