

FLAGSTAFF COUNTY POLICY

Title: Fees and Charges	Policy: CP 001
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Establishing a fee structure follows the commitment of a Responsible Level of Service, to provide efficient, effective and equitable municipal services.

POLICY STATEMENT

Flagstaff County is committed to achieving a good value for taxpayer's dollars and recognizes that there are costs associated with providing services. The purpose of this policy is to establish the fees and charges for the supply of information, goods and services.

GUIDELINES

The attached Fees and Charges Schedule outlines the fees and charges established for the supply of information, goods and services provided by the County.

The Fees and Charges Schedule will be reviewed, updated and approved by Council annually to ensure the rates are fair and accurate and relate with their associated program costs.

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.

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 the Schedule.

Council Approved: February 8, 2017	Resolution #: FC20170208.1018
Reference: Fees and Charges Schedule	

<i>Administrative Responsibility:</i>	<i>Review Cycle:</i>	<i>Next Review Date:</i>
Chief Administrative Officer	Every 3 years	February 8, 2020



FEES AND CHARGES SCHEDULE

Policy CP 001 Fees and Charges
Approved: February 28, 2018
Resolution # FC20180228.1009

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ADMINISTRATIVE

Description	Fee	*Plus GST
Agendas, minutes, correspondence and other miscellaneous information	\$ 0.50/page	
Laminating	\$ 0.75/foot	
Tax Certificates	\$ 20/parcel	
Tax Notification	\$ 25/parcel	
Assessment Detail or Summary Sheets	1 st 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	\$ 20	
Tax Penalties (<i>in accordance with Bylaw 02/11</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 farm land	\$ 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 Office Space (4902 50 Street Sedgewick)		*
• Per office	\$ 200/month	
• Rental of 3 or more offices	\$ 1/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>		
Rental of Community Bus	\$ 0.88 per km	*

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. 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")	\$ 15	*
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.

AGRICULTURE

Description	Fee	*Plus GST
Beaver Dam Removal <i>The County will remove unwanted beaver dams on private land</i>	Cost recovery + \$35/hour	*
Crop Protection Book	Cost recovery	*
Weed Control (<i>One hour minimum charge, Chemical is GST exempt</i>)		*
<ul style="list-style-type: none"> • Contract Weed control on private land (agricultural) <ul style="list-style-type: none"> - Back Pack Sprayer - Quad Sprayer - Handgun Sprayer - Spray Truck with Boombuster - Side by Side - Manpower (hand picking) • Herbicide application of White Cockle, Scentless Chamomile, Absinthe Wormwood and Toadflax • Herbicide application of Leafy Spurge 	\$ 25/hr + chemical \$ 50/hr + chemical \$ 75/hr + chemical \$ 120/hr + chemical \$ 75/hr + chemical \$25/hr 1 hour N/C + chemical 50 % cost share of labour + chemical	
Shelterbelt Establishment Program	50 % cost shared	*
Equipment for Rent:		*
<ul style="list-style-type: none"> • Tree Planter • Skid mounted handgun sprayer • Eco-Bran Applicator • Skunk Trap • Magpie Trap • Raccoon Trap • Mulch Applicator • Plastic Mulch • Water Truck (<i>time for tree watering</i>) 	\$ 25/day \$ 25/day \$ 25/day \$ 75 (<i>refundable deposit</i>) \$ 75 (<i>refundable deposit</i>) \$ 75 (<i>refundable deposit</i>) \$ 100 (<i>refundable deposit</i>) Cost recovery \$75/hour	
Pest Control Products for Sale:		*
<ul style="list-style-type: none"> • Richardson Ground Squirrel Traps • Pocket Gopher Traps • Strychnine 	\$ 20/trap \$ 13.50/trap Cost of product	
Galahad Gazebo (day use) 312 Merlin Street (Includes GST)	\$ 50/day	
County Parks Overnight Camping (Includes GST)		
<ul style="list-style-type: none"> • Unserviced • Serviced • Galahad Municipal Grounds (<i>Booking deposit of \$ 50 required</i>) 	\$ 15/per night per site \$ 20/per night per site \$ 75/day + \$ 10 per camping unit	

HUMAN RESOURCES (COMPENSATION)

Description	Fee	*Plus GST
Per Diem Remuneration for Agricultural Service Board Members		
• Full day	\$ 400	
• Half day	\$ 250	
Meals:		
• Breakfast	\$ 20	
• Lunch	\$ 25	
• Supper	\$ 45	
Accommodations (<i>if actual cost is greater, a receipt must be submitted</i>)	\$ 75/night	
Parking Expenses	Actual cost	
Mileage (<i>in accordance with Policy HR 006</i>)		
• First 5,000 km	\$ 0.55/km	
• Additional km's	\$ 0.49/km	

The above mileage and subsistence is available to Flagstaff County Councillors, board members and employees while representing the municipality on business.

SAFETY

Description	Fee	*Plus GST
First Aid Course	\$ 150/person	*
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.

FIRE PROTECTION

(In accordance with Bylaw 06/17)

Description	Fee	*Plus GST
Response to a fire call:		
• Fire Engine	\$ 200/hr per unit	
• Wildland Unit	\$ 150/hr	
• Water Tender	\$ 150/hr	
• Manpower	\$ 20/hr per person	
• Contracted equipment costs	Actual Cost	
• Costs of equipment and materials used, lost or damaged as a result of the call	Actual Cost	
Response to a fire call on primary or secondary highways	\$ 600/hr per unit	
Response to a fire alarm call		
• First alarm call	N/C	
• Second and subsequent alarm calls	\$ 300/call	
Regional Emergency Services Coordinator Command Truck	\$ 75/hr	
Offenses and Penalties:		
<i>Any person who contravenes a provision of Bylaw 06/17 or a condition of a permit is liable to fines as follows, in addition to the fire fees to extinguish the blaze:</i>		
• First offense	\$ 300	
• Second offense	\$ 600	
• Third offense	\$ 1,000	
In the event that the amount levied by the County 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.		

RESCUE

Description	Fee	*Plus GST
Rescue Unit	\$ 600/hr	

PEACE OFFICER

Description	Fee	*Plus GST
Peace Officer Services	\$ 71.50/hr	

PLANNING AND DEVELOPMENT

(In accordance with Bylaw 06/12 – Land Use Bylaw and Bylaw 07/12- Municipal Development Plan)

Description	Fee	*Plus GST
Municipal Development Plan (MDP)	\$ 20	
Land Use Bylaw (LUB)	\$ 20	
Inter-municipal 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	
Development Permit within the following land use districts:		
Rural: Agriculture, agricultural small holdings, highway commercial, multi lot country residential, rural industrial		
Hamlets of Galahad and Strome: Residential, downtown commercial, light industrial business, public use, urban reserve		
• Permitted use	\$ 50	
• Discretionary use or variance	\$ 100	
Development Permit <u>issued after commencement of project</u> , within the following land use districts:		
Rural: Agriculture, agricultural small holdings, highway commercial, multi lot country residential, rural industrial		
Hamlets of Galahad and Strome: Residential, downtown commercial, light industrial business, public use, urban reserve		
• Permitted use	\$ 100	
• Discretionary use	\$ 200	
Development Permit within the following land use districts:		
Rural: Agriculture, agricultural small holdings, highway commercial, multi lot country residential, rural industrial	5% of development cost	
• Permitted or discretionary use (after development and a variance required)		
Development Permit:		
Rural: Industrial		
• Permitted use	\$ 50	
• Discretionary use	\$ 500	
Persons contravening any provision of Land Use Bylaw 06/12 or Municipal Development Plan 07/12 (Flagstaff County) to whom violation tickets are issued shall be liable for a penalty:		
• First offense	\$ 100	
• Second offense (each day that a breach of the Bylaw has occurred may be considered to be a separate offense)	\$ 150	

Persons contravening any provision of the Land Use Bylaw 04/12 (Galahad) or Land Use Bylaw 754/09 (Strome) to whom violation tickets are issued shall be liable for a penalty:

- First offense \$ 500
- Second offense (each day that a breach of the Bylaw has occurred may be considered to be a separate offense) \$ 1,500

Unightly Property Clean Up – (1 Hour Minimum Charge)		*
• Manpower	\$ 50/hr per employee	
• Mower/Trimmer	\$ 50/hr	
• Other Equipment	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.

PUBLIC WORKS

Description	Fee	*Plus GST
Bid bond	10 % of contract	
Performance bond	50 % of contract	
Dust suppressant (<i>Cost of product only</i>)	Cost recovery	*
Signs (<i>All prices include installation costs</i>)		*
• Non-Regulatory	\$ 200/sign	
• Regulatory	No Charge	
• Rural Address Signs	\$ 200/sign	
Approach Construction <i>Alberta Road Builders & Heavy Construction Association (ARHCA)</i>	20 % less ARHCA	*
New culvert within a right-of-way	Cost recovery	*
Used Culvert	50 % of new culvert cost	*
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>) <i>Half hour minimum charge</i>	\$ 130/hr \$ 65/half hr	
Equipment for Rent		*
• Wire roller	\$ 25/day + damages	
• Post pounder	\$ 75/day	
Equipment Rental Services (<i>in accordance with PW001-9</i>)	20 % less ARHCA	*
TRAVIS Multi-Jurisdiction Fixed Municipal fee	\$ 20	
Approach inspection/administration fee	\$ 250	
Utility crossing inspection/administration fee	\$ 250	
Overload/Weight Restriction inspection fee	\$ 250	
Multi Load Road Use Inspection fee	\$ 250	
Road Plan Closure and Cancellation inspection/administration fee	\$ 250	

Agreement Security

- Overload/Weight Restriction Agreement OIL Sector \$ 25,000
- Overload/Weight Restriction Agreement AG Sector \$ 5,000

Patch Material Contact Public Works *

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. *

PUBLIC WORKS (COMPENSATION)

The following compensation rates are for road construction projects only.

Description	Fee	*Plus GST
Permanent and temporary fence removal and installation	Cost Recovery	
Crop Damage		
• Seeded crop land	\$ 500/acre	
• Seeded pasture/hay land	\$ 500/acre	
• Seeded native grassland pasture (with no re-seeding)	\$ 500/acre	
• Summer fallow	\$ 50/acre	
• Improvement of waste areas and bush	\$ 50/acre	
Right-of-Way purchase	To be negotiated at time of purchase	

HAMLET UTILITIES

(In accordance with Bylaw 02/18 Utilities Bylaw)

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	\$47.25	20 m ³	\$22	\$26.25	\$22
Manors <i>(Flagstaff Regional Housing)</i>	\$47.25 Per Dwelling Unit (4)	FLAT	\$22.00 Per Service Connection (1)	\$26.25 Per Dwelling Unit (4)	\$22 Per Service Connection (1)
Non-Residential	\$47.25	20 m ³	\$22.00	\$26.25	\$22
Galahad Health Care Centre	\$810	FLAT	\$22.00	\$450	\$22
Non-Metered	\$47.25	-	\$22	\$26.25	\$22

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 \$2.00 per m³.

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:

\$26.50
\$26.50 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.