

**COUNTY OF VERMILION RIVER
PROVINCE OF ALBERTA
BYLAW NO. 21-12**

A BYLAW of the County of Vermilion River in the Province of Alberta concerning the fees established in respect to specific administrative goods / services provided by the County to individuals or organizations.

WHEREAS the Municipal Government Act (MGA); Statutes of Alberta, 2000 Chapter M-26, section 7(f) permits a municipality to regulate services provided by or on behalf of the municipality; and

WHEREAS the County deems it expedient and in the public interest to promulgate by Bylaw provisions respecting the collection and charging of fees, in connection with the operation of County goods and services provided to individual or organizations.

NOW THEREFORE the Council of the County of Vermilion River, duly assembles, enacts as follows:


1. That a fee shall be established for inspection of the assessment roll during regular business hours, that is a requirement by the MGA section 307.
2. That waiver or reduction of the fees established by this Bylaw may only be granted under the discretion of the Chief Administrative Officer (CAO) but exercising such discretion shall be reported to Council at the next scheduled Council meeting.
3. The fee schedules, for specific administrative goods and services, as outlined in Schedule A, Schedule B, and Schedule C, attached hereto and forming part of this bylaw, and which authorizes the rates to be charged to individuals or organizations.
4. This Bylaw repeals, supersedes and takes precedence over all previously passed Bylaws (and amending Bylaws) that refer to Fee Schedules for Goods and Services, as well as any previously passed motions that may be in conflict with this Bylaw.
5. Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed, and the remaining Bylaw shall be maintained.
6. This Bylaw comes into effect upon its final passing thereof.

READ A FIRST TIME THIS 22nd DAY OF June 2021.


READ A SECOND TIME THIS 22nd DAY OF June 2021.

READ A THIRD TIME THIS 22nd DAY OF June 2021.


SIGNED by the Reeve and Chief Administrative Officer this 22nd day of June 2021.



REEVE



CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A" – ADMINISTRATIVE FEES

Item	Fee
ADMINISTRATION FEES:	
Information Requests:	
FOIP Request (no GST)	As per the <i>Freedom of Information and Protection of Privacy Regulations A.R. 186/2008</i> , as amended
Outside of a FOIP Request:	
Locating and retrieving a record(s), supervising the examination of a record(s), and for preparing and handling a record(s) for disclosure	\$35.00/hour (first ½ hour fee)
For producing a record from an electronic record:	
a) Computer processing and related charges	Actual cost to public body
b) Computer programming	\$50.00/hour
For shipping any item requested:	
	Actual amount incurred
Document Provision:	
a) Photocopies, paper and computer printouts	\$0.50 per page
b) CDs/DVDs/Flashdrives	\$15.00 each
c) Plotting (colour or black and white – includes GST):	
i) Villages – less than 80% coverage	\$8.00/linear foot
ii) Villages – more than 80% coverage	\$10.00/linear foot
iii) Private Sector – less than 80% coverage	\$13.00/linear foot
iv) Private Sector – more than 80% coverage	\$18.00/linear foot
Council Agendas & Minutes:	
Available on County website: vermillion-river.com	
a) Minutes – printed & picked up at office	As per document charges above
b) Minutes – printed & mailed	As per document charges and mailing charges
c) Agendas – summary page	No charge
d) Agendas – detailed agenda package printed	As per document charges above
e) Agendas – detailed agenda package printed and mailed	As per document charges and mailing charges
Other media not listed above:	
Flags:	
a) Schools located within the County – one of each flag per year	No charge
b) Public (Alberta/Canada/County flags)	Actual cost to public body
County Pins:	\$1.00 each

Maps:	
a) Picked up at office:	
i) Folded Maps	\$15.00 each
ii) Rolled Maps	\$25.00 each
b) Maps mailed out	
i) Folded Maps	\$20.00 each
ii) Rolled Maps	\$45.00 each
Aerials:	\$10.00 each
Tax Information:	
a) Tax Search (written request required)	\$10.00 (no GST)
b) Tax Certificate (written request required)	\$20.00 (no GST)
c) Tax Assessment Notices	\$10.00 (GST inclusive)
Fax Machine Services:	
a) Staff:	
i) In-coming fax	\$1.00 per page
ii) Out-going fax – local	\$1.00 per page
iii) Out-going fax – long distance	\$1.50 per page
b) Public	
i) Out-going fax – Canada	\$1.50 per page
ii) Out-going fax – United States	\$2.00 per page
iii) Out-going fax – Toll free #	\$1.00 per page
iv) In-coming fax	\$1.00 per page
NSF Cheques or Stop Payment:	\$48.00 per item
<u>PLANNING AND DEVELOPMENT FEES:</u>	
Documents:	Unless noted, all are GST exempt
a) Land Use Bylaw	\$50.00
b) Municipal Development Plan	\$15.00
c) Inter-municipal Development Plan	\$25.00 each
d) Inter-municipal Collaboration Framework	\$15.00 each
e) Area Structure Plan and Other Studies	\$50.00 each
f) Historical Information Request (written request required)	\$75.00 each
g) Environmental Information Request (written request required)	\$75.00 each
Development Permit Fees:	
a) Permitted Use	\$150.00 each
b) Discretionary Use	\$350.00 each (up to 10% variance)
c) Decks & Demolition	\$50.00 each
d) Agricultural Buildings & Structures	\$50.00 each
e) RV Campground (requires an approved Site Development Plan)	Permitted: \$300.00 Discretionary: \$450.00 (up to 10% variance)

f) Revision to an Issued Development Permit (minor revision)	Before development completion: Residential: \$250.00 Non-Residential: \$450.00
g) Revision to an Issued Development Permit (major revision)	Must re-apply
h) Development Permit Time Extension	\$100.00 each (max of 2)
i) Post Development Application (development without permit)	\$450.00 penalty (each) + permit application fee
j) Compliance Letter	\$75.00 each (\$125.00 rush request)
k) Occupancy Permit	Residential: \$50.00 Non-Residential: \$75.00
l) Variance over 10%	Residential: \$550.00 + permit application fee Non-Residential: \$600.00 + permit application fee
m) Natural Resource/Extraction/Ground Disturbance Operations	\$350.00 each
n) Towers (communication, weather etc.)	\$350.00 each
o) Rural Address Signs	\$150 + GST
Bylaws, Agreements, and Other:	
a) Land Use Bylaw Amendment	\$1,200.00 each
b) Withdrawal of Bylaw Amendment Application after the Bylaw is written	No fee refund
c) Withdrawal of Bylaw Amendment Application before Bylaw is written	75% refund
d) Land Use Redesignation (rezoning)	\$1,200.00 each
e) Municipal Development Plan Amendment	\$1,200.00 each
f) Inter-Municipal Development Plan Amendment	\$5,000.00 each
g) Adopting/Amending an Area Structure Plan	\$2,000.00 each + \$200.00/gross hectare (contractor engineering fees may apply)
h) Preparation of a Development Agreement	\$3,200.00 each + 2.5% of security plus legal fees (subject to engineering systems appraisal; contractor engineering fees invoiced separately)
i) Preparation of an Area Structure Plan/Site Development Plan (proposals creating over 4 parcels on a quarter section)	\$10,000 + GST (contract engineering fees invoiced separately)
j) Preparation of an Encroachment Agreement	\$3,200.00 each (contractor engineering fees may apply)

k) Contravention of the Land Use Bylaw-Stop Order	All costs associated with the contravention to be applied to tax roll account.
l) Request for review of Contravention Order	\$350.00 each
m) Approach Permit Application	\$300.00 + GST
n) Bylaw Review	\$300.00 each
o) Caveat Discharge (includes Title purchase)	\$110.00 + GST
p) Digital Copies of Plans	\$10.00
q) Approach Construction Deposit	Contractor Estimate + 25%
r) Road Upgrade Deposit	Contractor Estimate (100% deposit)
s) Land Titles Fee	\$10.00 + GST
Subdivisions:	
a) Cost to complete subdivision	As per Subdivision Authority
b) County Administration Fee – 1 parcel	\$210.00 + GST
c) County Administration Fee – 2 to 4 parcels	\$400.00 + GST
d) County Administration Fee – more than 5 parcels	\$400.00 + GST per parcel
Appeals:	
Subdivision and Development Appeal Board Application	\$400.00 (100% refundable if appeal is upheld)
Land:	
a) Acquisition greater than 100-foot right-of-way	\$3,000.00/acre
b) Less than 100-foot right-of-way	\$3,000.00/acre (minimum payment of \$500)
c) Road Allowance Licence	\$250.00 Application Fee \$100.00 annual Licence Fee
d) Crop Lease	As per Policy PD 004
e) Grazing Lease	As per Policy PD 004
f) Miscellaneous Lease	\$250.00 per year or minimum property taxes, whichever is greater
Road Closure Application:	\$250.00 plus all survey costs & transfer costs
PUBLIC WORKS FEES:	
Residential Dust Control	
a) 300 metres	\$1,500.00 + GST
b) 200 metres	\$1,000.00 + GST
Snow Plow Flags (waiver required):	
a) Seniors/Disabled	\$50.00 per year
b) Ratepayer	\$200.00 per year
c) Buffalo Trail Public School Bus Route	

i) Parental Choice	\$200.00 per year
ii) End of Route	No Fee
iii) Essential	No Fee
d) Flag Mailed	Cost of Flag + \$10.00
e) Driveway in excess of 500 metres	As per current ARHCA Rates
Heavy Truck Permits:	No Fee
Damages:	
a) Burrow (per acre)	\$500.00
b) Crop (per acre)	\$500.00
c) Hay (per acre)	\$300/year for 2 years
Undeveloped Road Allowance Inspection:	\$250.00
Industry Agreements:	
a) Seismic Inspection	\$250.00 per request
b) Approach Construction Approval	\$250.00 per visit
c) Utilize/Alter Existing Approach	\$250.00
d) Pipeline Crossing and Right-of-Way	\$250.00
NATURAL GAS UTILITY FEES:	
Utility Right-of-Way & URW Extensions:	\$2,000.00/acre
Temporary Workspace:	\$1,000.00/acre
Renter Security Deposit:	
a) Rural and Urban Residences	\$250.00 each
b) Commercial Buildings	\$450.00 each
AGRICULTURE & ENVIRONMENT FEES:	
Beaver Dam removal on private land (Dam not affecting County infrastructure)	\$500/dam/visit
PROTECTIVE SERVICES FEES:	
Rental for Tower Space (including electrical cost):	
a) Towers over 100 feet	\$3,000.00 + GST per year or \$750.00 quarterly
b) Towers less than 100 feet	\$1,800.00 + GST per year or \$450.00 quarterly
c) Towers that provide benefit to the public to a large portion of the County (i.e. internet)	\$900.00 + GST per year or \$225.00 quarterly
d) Towers owned by County but constructed by the Lessor	Actual power consumption cost

SCHEDULE "B" – SAFETY CODE PERMITS FEES

BUILDING PERMIT FEE SCHEDULE

Residential Installations	
Description of Work	Permit fee (*SC Levy not included)
New Single Family Dwelling	\$5.78 per \$1000 construction value (**see Minimum Construction Value Factors)
Relocation of a Building (on crawlspace or basement)	\$0.32/sq.ft. Minimum fee \$126.00
Relocation of a Building (on piles or blocking only)	\$126.00
Garage, Addition, Renovation, Basement Development (not at time of new home construction)	\$0.32/sq. ft. Minimum fee \$126.00
Deck, Solid Fuel Burning Appliance, Demolition	\$126.00
Minimum Residential Building Permit Fee	\$126.00

Non-Residential Installations	
Description of Work	Permit fee (*SC Levy not included)
New, Addition, Renovation, Alteration	\$5.78 per \$1000 construction value
Minimum Building Permit Fee	\$262.50

Project Value is based on the actual cost of material and labour.

Verification of cost may be requested prior to permit issuance.

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**Minumum Construction Value Factors	Per Square Foot
Residential Housing	
Single Family	\$157.50
Single Family (2nd Storey)	\$89.25
Multi-Family (3 storeys or less)	\$178.50
Multi-Family (more than 3 storeys)	\$162.75
Townhouses or Rows	\$178.50
Garage (attached or detached)	\$36.75
Carport	\$36.75
Renovations	\$78.75
Apartments	
Concrete Construction	\$141.75
Masonry and Wood Construction	\$141.75
Basement Parkade	\$94.50
Above-ground Parkade	\$94.50
Commercial (Offices, Restaurants, Service Stations, Warehouses)	
Concrete Construction	\$141.75
Masonry Construction	\$141.75
Masonry and Wood or Steel Construction	\$141.75
Steel Construction	\$141.75
Wood Construction	\$126.00
Renovations	\$84.00
Churches, Hotels, Schools	
Concrete Construction	\$141.75
Masonry or Wood	\$141.75
Wood Construction	\$126.00
Hospitals	
Concrete Construction	\$283.50
Masonry and Wood or Steel Construction	\$257.25
Wood Construction	\$225.75
Industrial	
For further information please contact a County approved Safety Codes Agency	

ELECTRICAL PERMIT FEE SCHEDULE

Residential			
New Single Family Dwellings and Additions			
Square Footage	Permit Fee	SC Levy	Total Fee
Up to 1200	\$126.00	\$5.04	\$131.04
1201 – 1500	\$136.50	\$5.46	\$141.96
1501 – 2000	\$173.25	\$6.93	\$180.18
2001 – 2500	\$189.00	\$7.56	\$196.56
Over 2500	\$189.00 plus \$0.11 per square foot over 2500 square feet		

Garages / Renovations / Basement Development			
Installation Cost	Permit Fee	SC Levy	Total Fee
\$0 - \$500	\$78.75	\$4.50	\$83.25
\$501 - \$1000	\$94.50	\$4.50	\$99.00
\$1001 - \$2000	\$110.25	\$4.50	\$114.75
\$2001 - \$3000	\$126.00	\$5.04	\$131.04
\$3001 - \$4000	\$141.75	\$5.67	\$147.42
\$4001 - \$5000	\$157.50	\$6.30	\$163.80
Installation costs greater than \$5000 refer to the square footage fee schedule			

Service Connections			
Description	Permit Fee	SC Levy	Total Fee
Permanent Service Connection Only	\$89.25	\$4.50	\$93.75
Temporary Power / Underground Service	\$89.25	\$4.50	\$93.75

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

ELECTRICAL PERMIT FEE SCHEDULE

NON-RESIDENTIAL			
Installation Cost	Permit Fee	SC Levy	Total Fee
0 to \$1,000	\$89.25	\$4.50	\$93.75
\$1,001 to \$1,500	\$94.50	\$4.50	\$99.00
\$1,501 to \$2,000	\$99.75	\$4.50	\$104.25
\$2,001 to \$2,500	\$110.25	\$4.50	\$114.75
\$2,501 to \$3,000	\$120.75	\$4.83	\$125.58
\$3,001 to \$3,500	\$131.25	\$5.25	\$136.50
\$3,501 to \$4,000	\$136.50	\$5.46	\$141.96
\$4,001 to \$4,500	\$141.75	\$5.67	\$147.42
\$4,501 to \$5,000	\$147.00	\$5.88	\$152.88
\$5,001 to \$5,500	\$152.25	\$6.09	\$158.34
\$5,501 to \$6,000	\$157.50	\$6.30	\$163.80
\$6,001 to \$6,500	\$162.75	\$6.51	\$169.26
\$6,501 to \$7,000	\$168.00	\$6.72	\$174.72
\$7,001 to \$7,500	\$173.25	\$6.93	\$180.18
\$7,501 to \$8,000	\$178.50	\$7.14	\$185.64
\$8,001 to \$8,500	\$183.75	\$7.35	\$191.10
\$8,501 to \$9,000	\$189.00	\$7.56	\$196.56
\$9,001 to \$9,500	\$194.25	\$7.77	\$202.02
\$9,501 to \$10,000	\$199.50	\$7.98	\$207.48
\$10,001 to \$11,000	\$204.75	\$8.19	\$212.94
\$11,001 to \$12,000	\$210.00	\$8.40	\$218.40
\$12,001 to \$13,000	\$215.25	\$8.61	\$223.86
\$13,001 to \$14,000	\$220.50	\$8.82	\$229.32
\$14,001 to \$15,000	\$225.75	\$9.03	\$234.78
\$15,001 to \$16,000	\$231.00	\$9.24	\$240.24
\$16,001 to \$17,000	\$236.25	\$9.45	\$245.70
\$17,001 to \$18,000	\$241.50	\$9.66	\$251.16
\$18,001 to \$19,000	\$246.75	\$9.87	\$256.62
\$19,001 to \$20,000	\$252.00	\$10.08	\$262.08
Over \$20,000	\$252.00 plus \$5.25 per \$1,000 (or portion of) over \$20,000		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

PLUMBING PERMIT FEE SCHEDULE

All Installations			
Number of Fixtures	Permit Fee	SC Levy	Total Fee
1	\$89.25	\$4.50	\$93.75
2	\$94.50	\$4.50	\$99.00
3	\$99.75	\$4.50	\$104.25
4	\$105.00	\$4.50	\$109.50
5	\$110.25	\$4.50	\$114.75
6	\$115.50	\$4.62	\$120.12
7	\$120.75	\$4.83	\$125.58
8	\$126.00	\$5.04	\$131.04
9	\$131.25	\$5.25	\$136.50
10	\$136.50	\$5.46	\$141.96
11	\$141.75	\$5.67	\$147.42
12	\$147.00	\$5.88	\$152.88
13	\$152.25	\$6.09	\$158.34
14	\$157.50	\$6.30	\$163.80
15	\$162.75	\$6.51	\$169.26
16	\$168.00	\$6.72	\$174.72
17	\$173.25	\$6.93	\$180.18
18	\$178.50	\$7.14	\$185.64
19	\$183.75	\$7.35	\$191.10
20	\$189.00	\$7.56	\$196.56
Over 20	\$189.00 plus \$4.73 per fixture over 20		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

GAS PERMIT FEE SCHEDULE

Residential Installations			
Number of Outlets	Permit Fee	SC Levy	Total Fee
1	\$89.25	\$4.50	\$93.75
2	\$94.50	\$4.50	\$99.00
3	\$99.75	\$4.50	\$104.25
4	\$120.75	\$4.83	\$125.58
5	\$141.75	\$5.67	\$147.42
6	\$162.75	\$6.51	\$169.26
7	\$183.75	\$7.35	\$191.10
8	\$204.75	\$8.19	\$212.94
9	\$225.75	\$9.03	\$234.78
10	\$246.75	\$9.87	\$256.62
Over 10	\$246.75 plus \$10.50 per outlet over 10		

Other Gas Installations (Residential & Non-Residential)			
Description	Permit Fee	SC Levy	Total Fee
Propane Tank Set	\$105.00	\$4.50	\$109.50
Additional Tanks	\$50.00	\$4.50	\$54.50
Temporary Heat	\$105.00	\$6.30	\$109.50
Grain Dryers	\$250.00	\$10.00	\$260.00
Propane Cylinder Refill Centre	\$157.50	\$6.30	\$163.80

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

GAS PERMIT FEE SCHEDULE

NON-RESIDENTIAL			
BTU Input	Permit Fee	SC Levy	Total Fee
0 to 150,000	\$105.00	\$4.50	\$109.50
150,001 to 250,000	\$131.25	\$5.25	\$136.50
250,001 to 350,000	\$157.50	\$6.30	\$163.80
350,001 to 500,000	\$183.75	\$7.35	\$191.10
500,001 to 750,000	\$210.00	\$8.40	\$218.40
750,001 to 1,000,000	\$236.25	\$9.45	\$245.70
Over 1,000,000	\$236.25 plus \$5.25 per 100,000 (or portion of) over 1,000,000 BTU		

Temporary Heat			
BTU Input	Permit Fee	SC Levy	Total Fee
0 to 250,000	\$105.00	\$4.50	\$109.50
250,001 to 500,000	\$157.50	\$6.30	\$163.80
Over 500,000	\$157.50 plus \$10.50 per 100,000 BTU (or portion of) over 500,000 BTU		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

PRIVATE SEWAGE PERMIT FEE SCHEDULE

Residential Installations			
Description	Permit Fee	SC Levy	Total Fee
Holding Tank, Open Discharge	\$210.00	\$8.40	\$218.40
Field, Mound, Sand Filter, Treatment Tank	\$262.50	\$10.50	\$273.00

NOTE: Non- Residential permit Fees will be quoted after a detailed review of application

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

ADDITIONAL CHARGES FEE SCHEDULE

(charge may be directed to or invoiced from applicable Agency)

Description		Total Fee
Compliance		\$125.00/hour
Emergency Services		\$125.00/hour
Investigation Services		\$125.00/hour
Appeal		\$125.00/hour
Enforcement		\$125.00/hour

SCHEDULE "C" – SPECIFIED PENALTIES

Section Reference	Description	Minimum & Specified Penalties	Second or Subsequent Offence within 6 months of Prior Offence
PART 3 – OPERATIONAL RESTRICTIONS			
10	Person operating a vehicle on a Highway other than in accordance with the weight limitation established, Overweight Permit, or Road Use Permit.	\$465.00	\$465.00
12(a)	Person operating a vehicle in contravention of a Traffic Control Device.	\$250.00	\$250.00
12(b)	Person Parking a vehicle in contravention of a Traffic Control Device.	\$100.00	\$100.00
13	Interfere with a Traffic Control Device.	\$250.00	\$250.00
14	Person operating a vehicle so as to track material onto the Highway.	\$250.00	\$250.00
16	Person place, cause to place, or permit another to litter or dump.	\$200.00	\$200.00
18	Person using an Undeveloped Road Allowance other than to access or travel along.	\$200.00	\$200.00
19	Person permits a Highway obstruction.	\$200.00	\$200.00
21	Person using engine retarder brakes within a Locality of the County.	\$200.00	\$200.00
PART 4 – PARKING RESTRICTIONS			
22	Person stopped or Parked contrary to a Traffic Control Device.	\$100.00	\$100.00
23(a)	Person Parked a Heavy Vehicle in a residential location.	\$100.00	\$100.00
23(b)	Person Parked a commercial vehicle in a residential location.	\$100.00	\$100.00
PART 5 – EXEMPTION PERMITS			
25	Person operating a Heavy Vehicle on a Highway not authorized as a Heavy Vehicle Route	\$500.00	\$500.00

PART 7 – ROAD USE PERMIT			
29	Person failing to pay such amounts, or post security in a form and amount, or both, as required under a Road Use Permit.	\$400.00	\$400.00
28	Person operating a vehicle without obtaining a Road Use Permit, as required.	\$500.00	\$500.00
30	Person contravening any term or condition of a Road Use Permit entered into by that Person.	\$500.00	\$500.00
PART 10 – PERMITS AND LICENSES			
36	Person contravening any term or condition of any permit or license issued pursuant to Bylaw.	\$500.00	\$500.00
37	Person making or providing false or misleading statement to obtain a permit or license pursuant to Bylaw.	\$400.00	\$400.00
PART 13 – GENERAL			
60	Person obstructing any Peace Officer, designate officer, or County employee contractor or agent in the exercise of any of their powers or duties under this Bylaw.	\$500.00	\$500.00

A Person found guilty of an offence under this Bylaw for which no penalty has been specifically provided is liable on summary conviction to a minimum fine of not less than \$1000.00 or not more than \$10,000.00 or to imprisonment for a term not exceeding six (6) months, or to both a fine and imprisonment.