

BYLAW NO. 1551-12

**OF THE TOWN OF WHITECOURT
IN THE PROVINCE OF ALBERTA**

**TO ESTABLISH FEES, RATES AND CHARGES FOR INFORMATION
AND SERVICES PROVIDED**

WHEREAS, Council deems it expedient and proper to make certain amendments to Bylaw No. 1551, being the Fees, Rates and Charges Bylaw.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, 2000, and amendments thereto, the Municipal Council of the Town of Whitecourt, Province of Alberta, duly assembled, enacts as follows:

1. That Schedule "A" of Bylaw 1551-11 be deleted and replaced with the attached Schedule "A".
2. That this Bylaw shall come into force and take effect on October 15, 2024, and is duly signed.

READ a first time this 15 day of October, 2024.

READ a second time this 15 day of October, 2024.

READ a third and final time this 15 day of October, 2024.

Redacted under Section 15 of
the FOIP Act.

Mayor

Redacted under Section 15 of
the FOIP Act.

CAO

Signed by the Mayor and CAO this 16 day of October, 2024.

Schedule “A”

Fees, Rates, and Charges Bylaw

Contents	
APPENDIX “A”	4
COMMUNITY SAFETY	4
Responsible Pet Ownership – As established by Bylaw 1580	4
Burn Permits – As established by Bylaw 1015	4
Whitecourt Fire Department	4
Whitecourt RCMP	4
APPENDIX “B”	5
COMMUNITY SERVICES	5
Allan & Jean Millar Centre	5
Carlan Services Community Resource Centre	7
Festival Way Rental	8
Planned Giving Opportunities	8
Community Spectrum Advertising Rates	8
Twin Arenas Facility Admission/Rental Rates: (rates listed are per hour fees)	8
Sportfield Facility Rental Rates: (rates listed are per season fees)	9
Sportfield Facility Rental Rates for Tournaments:	9
Whitecourt Transit	9
APPENDIX “C”	10
CORPORATE SERVICES	10
FOIP (Freedom of Information Protection) Requests	10
Forest Interpretive Centre - Rental Rates	10
Hawkers & Pedlars Licence – As established by Bylaw 1462	10
Photocopying Service	10
Returned Payments	10
Taxation	10
Assessment Complaint Fees	10
Third Party Billing Fees	10
APPENDIX “D”	11
INFRASTRUCTURE	11
Cemetery – As established by Bylaw 1563	11
Concrete and Asphalt Rubble Disposal Fee	11
Shallow Utility Installation on Town Land	12
Temporary Traffic Control Permit	12
Transportation Routing and Vehicle Information System- Multi Jurisdiction (TRAVIS-MJ)	13
Water & Sewer Charges – As established by Bylaw 1511	13
APPENDIX “E”	14

TOWN OF WHITECOURT BYLAW NO. 1551-12

GST, where applicable, will be charged at the prevailing rate.

PLANNING AND DEVELOPMENT	14
Development Services	14
Other Development Services Fees:.....	15
Off Site Levies – As established by Bylaw 1532.....	16

APPENDIX "A"

COMMUNITY SAFETY

Responsible Pet Ownership – As established by Bylaw 1580

Cat Trap Rental Fee	\$30.00/5-day rental
Cat Trap Damage Deposit (refunded upon return of the trap in good condition)	\$50.00
Impoundment Fee	\$30.00/day
Review by Council Fee	\$50.00

Burn Permits – As established by Bylaw 1015

Permanent (for fire pits)	\$20.00
Temporary	\$20.00

Whitecourt Fire Department

Fire Department Training Grounds – External Facility Use Fee	\$850.00
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Whitecourt RCMP

Record Check/ Declaration ¹	\$30.00
Vulnerable Sector Check – Volunteer ¹	\$0.00
Vulnerable Sector Check – Employment ¹	\$30.00
Fingerprints	
Ink Prints for Foreign Countries	\$35.00
Livescan for Land Immigrants	\$30.00
Livescan for Employment	\$80.00
Livescan for Vulnerable Sector Employment	80.00
Livescan for Vulnerable Sector Volunteer	\$0.00
Collision Reports for Insurance Companies	\$30.45

¹Service not available to people who live outside of Whitecourt and Woodlands County.

APPENDIX "B"

COMMUNITY SERVICES

Allan & Jean Millar Centre

*Individuals that are 18 years of age and still attending high school will be considered a "Youth"

Daily Admissions

Adult Drop-In Sport	\$4.48
Youth Drop-In Sport	\$3.00
Toonie Swim	\$2.00
Adult (18-59 years)	\$8.43
Senior (60-69 years)	\$6.48
Super Senior (70+ years)	\$3.24
Youth (13-17 years)	\$5.48
Child (3-12 years)	\$3.95
Tot (under 3 years)	Free
Family	\$18.86
Running Track	\$2.00
Go Active Zone (for children ages 3-7 years)	\$2.10

10 Visit Pass

Adult	\$75.90
Senior	\$58.30
Super Senior	\$29.20
Youth	\$49.30
Child	\$35.60
Tot	Free
Family	\$169.70

Summer Fun Passes (May 1 – August 31)

Adult (18-59 years)	\$121.68
Youth (13-17 years)	\$74.06
Child (3-12 years)	\$61.10

Monthly Rates

Adult (18-59 years)	\$50.81
Senior (60-69 years)	\$38.11
Super Senior (70+ years)	\$19.05
Youth (13-17 years)	\$31.57
Child-(3-12 years)	\$23.45
Tot (under 3 years)	Free

Annual Rates

Adult (18-59 years)	\$507.85
Senior (60-69 years)	\$342.80
Super Senior (70+ years)	\$171.40
Youth (13-17 years)	\$284.24
Child (3-12 years)	\$210.71

TOWN OF WHITECOURT BYLAW NO. 1551-12

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Tot (under 3 years)	Free
Family Monthly Rates	
Adult (18-59 years)	\$40.65
Senior (60-69 years)	\$30.49
Super Senior (70+ years)	\$15.25
Youth (13-17 years)	\$25.25
Child-(3-12 years)	\$18.76
Tot (under 3 years)	Free
Family Annual Rates	
Adult (18-59 years)	\$406.28
Senior (60-69 years)	\$274.24
Super Senior (70+ years)	\$137.12
Youth (13-17 years)	\$227.40
Child (3-12 years)	\$168.57
Tot (under 3 years)	Free
Corporate Memberships - Monthly Rates ²	
Adult (18-59 years)	\$43.20
Senior (60-69 years)	\$32.40
Super Senior (70+ years)	\$16.20
Youth (13-17 years)	\$26.82
Corporate Memberships - Annual Rates ²	
Adult (18-59 years)	\$431.68
Senior (60-69 years)	\$291.38
Super Senior (70+ years)	\$145.69
Youth (13-17 years)	\$241.61
² Any business, corporation, registered society or association may participate in the package program, provided that a minimum of 5 people from the organization commit. In return, individual memberships will be sold at a 15% discount off the regular rates (as noted in prices listed above).	
Program Withdrawal Administration Fee	\$10.50
Annual Membership Hold Fee	\$5.00
Birthday Party Cancellation Fee	\$10.50
Cleaning Fee	\$250.00
NSF Fee	\$25.00
Set-Up Fee	\$250.00
Fitness	
Fitness Studio Rental	\$36.00
Fitness Instructor	\$50.00
Aquatic Centre Rental Fees	
25m Pool Hourly Rental Rates	\$21.00
Club Rate – per lane per hour	\$13.25
Local Swim Meet Rate	\$2,200.00
School/Group Swim	\$28.00
Child Mind Rates	
Drop-In Rate	\$5.64
10 hour Punch Pass	\$46.13
30 hour Punch Pass	\$123.00

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60 hour Punch Pass	\$230.63
Meeting Room Rental Fees	
Hourly Regular Rate	\$35.87
Hourly Non-Profit Rate	\$25.62
Daily Regular Rate	\$143.52
Daily Non-Profit Rate	\$102.52
Special Services	
Area Tarp	\$52.11/booking
Bleacher Rental	\$20.84/set/day
Bouncy Castle	\$130.26/hour
Chairs	\$1.56/chair
Facility Rental – For Profit	\$5,200.00 or 15% of profits, whichever is greater, plus 10% deposit
Facility Rental – Non-Profit	\$1,664.00
Tables	\$3.65/table
Fieldhouse Change Room/Ref Room	\$24.81/room/booking
Casual Staff	
Projector Rental	\$20.84
Stage Rental (includes set up)	\$156.32
Party Base Rental	\$104.21
25+ People	\$52.10
Facilitated Party	\$67.74
Giant Games	\$20.84
Portable Microphone	\$20.84
Portable Speakers	\$26.05
Dunk Tank	\$26.05
Dunk Tank Damage Deposit	\$100.00
Racquet Rental	\$1.90
BBQ Damage Deposit	\$100.00
Chair Rental Damage Deposit	\$100.00
Giant Games Rental Damage Deposit	\$100.00
Fieldhouse Rental Fees	
Full Surface – Youth	\$84.72
Full Surface - Adult	\$107.28
½ Fieldhouse – Youth	\$48.00
½ Fieldhouse – Adult	\$62.09
1/3 Fieldhouse – Youth	\$32.00
1/3 Fieldhouse - Adult	\$41.54

Carlan Services Community Resource Centre

Multipurpose Room	
Youth Rate	\$31.74
Adult Rate	\$37.04
Board Room (seats 8)	
Non-Profit Organization	\$15.23/hour or \$58.50/day
For Profit Organizations	\$20.30/hour or \$78.09/day

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Festival Way Rental

Damage Deposit	\$250.00
Rental Rate	\$150.00/day

Planned Giving Opportunities

Park Bench or Main Street Bench	\$2,000.00
Picnic Table	\$2,500.00
Playground Equipment	To Be Negotiated
One Kilometer of Gravel/Asphalt Trail	\$20,000.00
Sponsorship of an Event or Activity	To Be Negotiated
Rest Stop Area or View Point	To Be Negotiated

Community Spectrum Advertising Rates

Full Page	\$200.00
Half Page Horizontal	\$110.00
Half Page Vertical	\$110.00
Quarter Page	\$60.00
Front Inside Cover	\$250.00
Back Inside Cover	\$225.00
Back Outside Cover	\$250.00

Twin Arenas Facility Admission/Rental Rates: (rates listed are per hour fees)

Ice Rentals

Minor Hockey	\$95.18
Figure Skating	\$95.18
Adult – Prime	\$161.96
Adult – Non-Prime	\$134.61
Youth – Non-Prime (start time 7:00 a.m. to 4:00 p.m. weekdays)	\$68.36
Youth - Prime	\$95.18
Adult Tournament	\$149.34
Private Hockey Leagues (i.e. Junior "A")	Per Contract
Ice Rentals (Parties – Youth)	\$95.18
Ice Rentals (Parties – Adult)	\$161.96
No Ice Rental – Day Rate	\$1,063.93
No Ice Rental – Day Rate Non Profit	\$521.05
Bond Deposit	\$500.00
Public Skating Admission is currently sponsored by a local services club	
Shinney Admission Fees	
2 Years and Under	Free
3 - 12 Years	\$1.98
13 - 17 Years	\$2.98
Adult	\$4.96
Facility Sign Board – in McLeod Arena	
Installation Fee	\$50.00

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4x8 Sign Board (for one year) \$280.00

Sportfield Facility Rental Rates: (rates listed are per season fees)

Flag Football	\$394.01
Adult Soccer	\$394.01
Minor Soccer	\$198.49
Adult Ball	\$394.01
Minor Ball	\$198.49
Occasional Use	No Charge
Day Use	\$72.60
Sportfield Damage Deposit	\$250.00

Sportfield Facility Rental Rates for Tournaments:

Tournament Play – Adult	\$297.00/weekend
Tournament Play - Local Minor Ball	\$133.98
Enhanced Tournament Maintenance and Cleaning Service Options	Per Contract
Damage deposit for sport field facility rental by non-local teams	\$5,000.00
Concession facility deposit for local teams rentals	\$250.00
Bathroom facility deposit for local team rentals	\$250.00

Whitecourt Transit

Advertising Fees

Dial A Bus – Interior Signage Rates

Interior Side Panel (minimum 2 month term) \$60.00/month

Public Transit – Interior Signage Rates (terms negotiable)

Interior Side Panel (minimum 2 month term) \$60.00/month

Public Transit – Exterior Signage Rates

Tail Sign (minimum 6 month term) \$500.00/month or \$5,500.00/year

Bus Shelter Signage Rates

Board (minimum 2 month term) \$300.00-\$400.00/month depending on location

Transit Fares

Cash Fare \$3.00

Transit 10-Ticket Pass \$25.00

Adult Monthly Pass \$70.00

Senior (65+)/Youth (7-17 years of age) Monthly Pass \$40.00

Children 6 and under Free

Youth Groups \$1.00/child

Annual Student Pass – Valid September 1 to August 31 \$275.00

(Students from both school districts, post secondary institutions, and the community at large qualify)

Dial A Bus Pass \$40.00

Transportation Grant Transit Pass \$40.00

APPENDIX “C”

CORPORATE SERVICES

FOIP (Freedom of Information Protection) Requests

Where an individual is required to pay a fee for services, such fee shall be payable in accordance with the Freedom of Information and Protection of Privacy Regulation, A/R 186/2008, as amended from time to time, or any successor Regulation that sets fees for requests for information.

Forest Interpretive Centre - Rental Rates

Hourly Regular Rate	\$37.67
Hourly Non-Profit Rate	\$26.90
Daily Rate	\$150.68
Daily Non-Profit Rate	\$107.63

Hawkers & Pedlars Licence – As established by Bylaw 1462

Annual Licence Fee	\$200.00
Transfer of Licence within Company	\$25.00/licence transfer

Photocopying Service

\$0.25/page

Returned Payments

For Pre-Authorized Debit Accounts	\$25.00
For Cheque Payments	\$25.00

Taxation

Assessment Information - via fax	\$10.00 flat fee
Tax Certificates	\$25.00
Tax Recovery Notification	\$25.00

Assessment Complaint Fees

To Regional Local Assessment Review Board	\$50.00
To Regional Composite Assessment Review Board	\$650.00

Third Party Billing Fees

Administration Fee	\$20.00
Miscellaneous Labour	Fee is double the Town's costs
Materials	Cost to Town plus 20%
Equipment Rental Rates	Established by Alberta Road Builders Association Equipment Rental Rates Guide plus 20%

APPENDIX “D”**INFRASTRUCTURE****Cemetery – As established by Bylaw 1563**

Grave Lot Purchase	
Resident	\$515.00
Non-Resident	\$645.00 ³
Veteran (Field of Honour)	No Charge
Opening and Closing	
Grave opening and closing – Casket	\$580.00
Urn Opening & Closing (Monday-Friday 10:00am-4:00pm)	\$193.00
Urn Opening & Closing (after hours, weekends, holidays)	\$67.00/hour ⁴
Columbarium	
Resident	\$1,097.00 ⁵
Non-Resident	\$1,220.00 ^{3 and 5}
Veteran	\$794.00
Second Opening and Closing	\$129.00 ⁴
Second Urn Engraving	\$515.00
New Face Plate (if required)	\$193.00
Niche Vase	\$258.00
Extra Engraving (images, inlays, diamond etching)	At Cost
Transfer Application Fee	\$52.00

³ Non-Resident – someone who resides outside of Whitecourt or Woodlands County.

⁴ Opening and Closing Fees apply plus after hours and/or holiday hourly rate; weekend opening and closing for urns an additional hourly rate applies.

⁵ Cost includes engraving for the first urn, and opening and closing for the first urn. Inscription on the cover (Modified Roman Font) will consist of Surname, Given Name(s); Date(s) of Birth; Date(s) of Death; and a one-line epitaph.

Concrete and Asphalt Rubble Disposal Fee

Tandem Axle Truck	\$250.00
Tri Axle Truck	\$313.00
Tandem End Dump	\$375.00
Tridem End Dump	\$417.00
Loader Bucket	\$42.00
Pickup	\$21.00
2-Axle Trailer (light duty)	\$21.00
3-Axle Trailer (light duty)	\$31.00

Residential Waste Services – As established by Bylaw 1464

Waste Cart Replacement Fee	\$120.00
Landfill Disposal Charge	\$13.25/month
Residential Pickup	\$10.85/month

TOWN OF WHITECOURT BYLAW NO. 1551-12

GST, where applicable, will be charged at the prevailing rate.

Recycling

Residential Pickup \$9.71/month

Shallow Utility Installation on Town Land

Shallow Utility Permit Fees

Application Fee \$42.00/permit

Processing, Review and Inspection Fee \$209.00/permit

Security on Shallow Utility Installation on Town Lands

Security = Per Permit Fee + [Rate x (Width + 2m) x (Length + 2m)]

OR Security = Per Permit Fee + [Rate x (Directional Drilling Length + 2m)]

Asphaltic Pavement Excavation

Minimum Charge \$678.00/ permit

50 millimetres compacted lift \$83.00/m²

75 millimetres compacted lift \$92.00/m²

100 millimetres compacted lift \$98.00/m²

Landscaped Area Excavation

Minimum Charge \$417.00/ permit

Of established sod \$37.00/m²

Of established grass \$27.00/m²

Natural Ground \$11.00/m²

Concrete Area Excavations

Minimum Charge \$782.00/ permit

Sidewalks \$438.00/m²

250 millimetres curb and gutter \$375.00/l.m.

500 millimetres curb and gutter \$542.00/l.m.

Concrete swale \$323.00/m²

Directional Drilling

Minimum Charge \$313.00/ permit

Inside of soft surface, landscape area \$26.00/l.m.

Inside of hard surface landscape area \$42.00/l.m.

Other work not listed in the Shallow Utility Installation Fees, will be qualified based on field measurements and industry-standard costs.

Non-refundable fees for Shallow Utility Installation on Town Lands

Infrastructure Degradation

Cost of increased maintenance and/ or reduce the life of relevant infrastructure 5% of Security Total

Temporary Traffic Control Permit

Application Fee \$42.00/permit

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Transportation Routing and Vehicle Information System- Multi Jurisdiction (TRAVIS-MJ)

Overweight/Over dimension permit application fee	\$25.00
Above permit cancellation fee	\$25.00

Water & Sewer Charges – As established by Bylaw 1511

Administration Fees

Reprint Fee for Invoices, Receipts, Summary \$11.00

Late Payment 3.5% per month of outstanding balance

Camera Line Fee \$114.00

Deposits

Municipal Infrastructure Restoration Deposit \$2,500.00

Deposit for Commercial Bulk Water \$2,000.00

Deposit for Residential Bulk Water \$300.00

Special Use Fees

Temporary water supply for construction purposes and includes temporary water meter Admin fee \$90.00 plus refundable meter deposit of \$500.00 plus consumption charges

Use of designated fire hydrants and applicable apparatuses (e.g. 3" turbine water meter and back-flow preventer) to obtain bulk water Admin fee \$120.00 plus refundable deposit \$2,500.00 plus applicable bulk water rates

Operational Fees

Meter Charge (various sizes) At cost plus 20%

Meter Installation up to 25mm \$106.00

Meter Inspection over 25mm \$106.00

Service Connection Inspection Fee \$106.00

Meter Calibration / Test \$106.00

Requested Meter Reading \$42.00

Disconnection Fee \$42.00

Reconnection Fee \$42.00

After Hours Calls (outside business hours) (3 hour minimum) \$97.00/hour

No Access Fee (is charged in circumstances where a site visit was made, but access was not provided by the Owner or Occupant/Tenant) \$50.00

Service Charge

Water \$9.23/month

Sewer \$9.23/month

100% of Water Consumption charged at \$1.58/m³

Sewer Charge

Water Charges

Residential/Commercial/Industrial \$1.56/m³

Bulk Water \$9.31/m³

APPENDIX “E”**PLANNING AND DEVELOPMENT****Development Services**Land Use Bylaw, Municipal Development Plan, Area Structure Plan
Amendments

One Application \$1,405.00

If more than one bylaw for the same project is involved \$1,700.00

Subdivision \$905.00 + \$100.00/lot

Endorsement (not including Public Utility Lots) \$40.00/lot

Subdivision/Development Appeal Board

Appeal Fee (refunded if appellant wins) \$300.00

Building Permits

RESIDENTIAL/DWELLING UNITS

New Construction

Main level \$0.65/ft²Upper/Lower Level \$0.45/ft²Additions/Renovations/Basement Development \$0.41/ft² (min. \$200.00)Solid Fuel Burning Appliance (wood stove or fireplace (if not
included in new construction), hot tub/pool and rooftop solar panels) \$150.00

Demolition \$150.00

Geothermal Heating \$275.00

Accessory Building (shop, garage, shed) \$0.35/ft² (min. \$150.00)Covered Deck/Veranda \$0.35/ft² (min. \$150.00)

Uncovered Deck \$150.00

MANUFACTURED AND MODULAR HOMES

Manufactured Home Setup \$250.00

Basement Development (if on full basement) \$0.41/ft² (min. \$200.00)

Ready to Move (RTM) \$380.00

Basement Development (if on full basement) \$0.41/ft² (min. \$200.00)**COMMERCIAL/INDUSTRIAL/INSTITUTIONAL**

First \$1,000,000 construction value \$6.70 per \$1,000 construction value

\$6,700 + \$5.25/\$1000 construction value over
\$1,000,000

Over \$1,000,000 construction value \$1,000,000

Minimum Fee \$420.00

Demolitions \$225.00

OTHER BUILDING PERMIT FEES/CHARGES

Re-inspection Fee \$150.00

Permit Extensions – maximum one year \$150.00

Variances (charged at a minimum of 2 hours, not subject to the SCC levy) \$125.00/hour

CANCELLATIONS/REFUNDS

TOWN OF WHITECOURT BYLAW NO. 1551-12

GST, where applicable, will be charged at the prevailing rate.

Refunds for cancelled Building Permits will be provided as follows:

Original building permit fee less \$50.00 if a drawing review has not yet been completed.

75% of original building permit fee if a drawing review has been completed.

Should any work of construction start prior to obtaining the required permit(s), the Town shall charge double the Permit Fees, to a maximum of \$500.00 surcharge per permit plus SCC Levy.

NOTE:

Add applicable Safety Code Council (SCC) to levy to each Permit Fee:

Building Permit Fee	4%
Minimum Levy	\$4.50
Maximum Levy	\$560.00

Development Permits⁶

Residential Permitted Use With Construction	\$48.00 + \$1.65/m ² (max. \$1,650)
Residential Permitted Use Without Construction	\$48.00
Non-Residential Permitted Use With Construction	\$125.00 + \$1.65/m ² (max. \$1,650)
Non-Residential Permitted Use Without Construction	\$125.00
Direct Control Application	Regular Permit fees would apply unless bylaw is being amended

Encroachment

Application Fee	\$358.00
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Municipal Planning Commission⁶

Discretionary Use (includes base permit fee)	\$358.00
Special Meeting (*plus MPC Variance/Discretionary Fee)	\$358.00

Variance⁶

Administrative (within 20%) includes base permit fee	\$185.00
Municipal Planning Commission includes base permit fee	\$358.00

⁶ Fees are doubled when Development (Work) started prior to permit/variance being issued.

Other Development Services Fees:

File Review Fee

Single Family Home	\$35.00 flat fee
Multi-Family and Non-Residential (minimum 1 hour charge)	\$85.00/hour
Environmental Review Fee (minimum 1 hour charge)	\$25.00 + 85.00/hour

Map Printing

2'x3' map - black and white	\$15.00
2' x 3' map - colour	\$25.00
3' x 5' map - black and white	\$20.00
3' x 5' map - colour	\$30.00
Map Scanning (using plotter)	\$5.00/page

TOWN OF WHITECOURT BYLAW NO. 1551-12

GST, where applicable, will be charged at the prevailing rate.

Off Site Levies – As established by Bylaw 1532

Off Site Levy rates are amended each year based on the Annual Off Site Levy Review Report

Single Family Dwelling Unit

(including manufactured homes, duplex, triplex, and four plex
developments, excluding row housing)

\$4,710.00/dwelling unit

Multi Family Dwelling Unit

(any development with 5 or more units, including row housing)

\$2,051.00/dwelling unit

Non-Residential

\$54,888.00/hectare