



**TOWN OF BOW ISLAND
BYLAW 2024:01
COMMUNITY SERVICES FEE BYLAW**

A BYLAW OF THE TOWN OF BOW ISLAND TO ESTABLISH FEES, RATES AND CHARGES FOR GOODS AND SERVICES PROVIDED BY OR ON BEHALF OF THE TOWN OF BOW ISLAND.

WHEREAS under the Municipal Government Act, a Municipal Council has authority to govern including authority to pass bylaws, respecting rates, fees, permits and charges levied for goods and services provided by or on behalf of the Municipality;

AND WHEREAS the Council for the Town of Bow Island deems it desirable to establish fees, rates, and charges for the various licenses, permits, goods and other municipal services and facilities in a bylaw.

NOW THEREFORE THE TOWN OF BOW ISLAND IN COUNCIL DULY ASSEMBLED ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be cited as the Town of Bow Island "Community Services Fee Bylaw".

INTERPRETATION

2. In this Bylaw, unless the context otherwise requires;
 - (a) "Council" means the Council for the Town.
 - (b) "CAO" means the Chief Administrative Officer for the Town;
 - (c) "Town" means the Town of Bow Island;

RATES, FEES AND CHARGES

3. The rates, fees and charges for municipal licenses, permits, goods and services are hereby established as identified in Schedule "A" which is attached to and forming a part of this bylaw. Any applicable taxes, except when included as part of the rate, shall be added to these rates at the point of sale.
4. This Community Services Fee Bylaw, shall supersede any and all schedules and references to the setting of rates, fees, and permits, made in any other Bylaw, Policy or Resolution of Council, that have been made previous to the passing of this Bylaw.
5. In the event that a rate is required for a good or service not identified in this bylaw, Council authorizes the CAO to establish a temporary rate, fee or charge until such a time as this Bylaw is amended.
6. Council reserves the right to waive or reduce any rates, fees, or permits for individuals or community groups by resolution.



7. Council authorizes the CAO to waive or reduce any rates, fees, permits and charges on a case by case basis.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained.
9. Bylaw 2023:01 is hereby repealed in its entirety.

READ a first time this 8th day of January, 2024.

READ a second time this 22nd day of January, 2024.

READ a third time this 22nd day of January, 2024.

PASSED and SIGNED this 22nd day of January, 2024.



MAYOR



CAO

SCHEDULE A
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Description	GST	Unit of Measure	2024 Fee	Effective Date
Administration				
Fax	Included	Each page	\$ 1.00	01/01/2024
Photocopying				
Letter size: Black and White	Included	Each page	\$0.25	01/01/2024
Letter size: Color	Included	Each page	\$ 1.00	01/01/2024
Tablet size: Black and White	Included	Each page	\$ 1.00	01/01/2024
Tablet size: Color	Included	Each page	\$ 2.00	01/01/2024
Business License				
Local Businesses	Exempt	Annual	\$50.00	01/01/2024
September 30 to December 31	Exempt	Annual	\$25.00	01/01/2024
Non-Resident Contractors	Exempt	Day	\$50.00	01/01/2024
Non-Resident Contractors	Exempt	Annual	\$200.00	01/01/2024
September 30 to December 31	Exempt	Annual	\$100.00	01/01/2024
Fish/Fruit Trucks, Transient Sales	Exempt	Day	\$50.00	01/01/2024
Fish/Fruit Trucks, Transient Sales	Exempt	Annual	\$250.00	01/01/2024
September 30 to December 31	Exempt	Annual	\$125.00	01/01/2024
Non-Resident Auctioneers	Exempt	Event	\$75.00	01/01/2024
Circuses and Carnivals	Exempt	Day	\$100.00	01/01/2024
Dog/ Cat License MAX 3 DOGS				
Dog/Cat that is spayed or neutered	Exempt	Each	\$15.00	01/01/2024
September 1 to November 30	Exempt	Each	\$10.00	09/01/2024
Dog/Cat that is not spayed or neutered	Exempt	Each	\$25.00	01/01/2024
September 1 to November 30	Exempt	Each	\$20.00	09/01/2024
Dangerous Dog	Exempt	Each	\$250.00	01/01/2024
Nuisance Dog	Exempt	Each	\$100.00	01/01/2024
Late Fee after February 1	Exempt	Each	\$25.00	02/02/2024
Impound Fees				
First time impounded	Exempt	Day	\$50.00	01/01/2024
Second time	Exempt	Day	\$100.00	01/01/2024
Third time	Exempt	Day	\$150.00	01/01/2024
Fourth and subsequent	Exempt	Day	\$200.00	01/01/2024
Dangerous Dog	Exempt	Day	\$350.00	01/01/2024
Purchase of Dog	Exempt	Day	\$20.00	01/01/2024
Community Sign				
Day Rate	Plus Tax	Day	\$10.00	01/01/2024
Weekly Rate	Plus Tax	Week	\$40.00	01/01/2024
Non-Profits are no charge				
Non-Sufficient Funds				
County Maps				
Book	Plus Tax	Each	\$30.00	01/01/2024
Wall	Plus Tax	Each	\$15.00	01/01/2024

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Description	GST	Unit of Measure	2023 Fee	Effective Date
Meeting Rooms				
Room #1	Plus Tax	Day	\$50.00	01/01/2024
	Plus Tax	Hourly	\$6.25	01/01/2024
Room #2	Plus Tax	Day	\$100.00	01/01/2024
	Plus Tax	Hourly	\$12.50	01/01/2024
Non-Profit Group			Free	
Cemetery				
Plot	Plus Tax	Each	\$400.00	01/01/2024
Open/ Close Plot	Plus Tax	Each	\$500.00	01/01/2024
Open/ Close Plot on a Weekend	Plus Tax	Each	\$600.00	01/01/2024
Open/ Close Urn Plot	Plus Tax	Each	\$200.00	01/01/2024
Open/ Close Urn Plot on a Weekend	Plus Tax	Each	\$300.00	01/01/2024
Columbarium Niche	Plus Tax	Each	\$500.00	01/01/2024
Open Close Niche	Plus Tax	Each	\$100.00	01/01/2024
Open Close Niche weekends/holiday	Plus Tax	Each	\$200.00	01/01/2024
Plot/ Niche - Return/ Refund: 80% of original purchase price.				
Development				
Compliance Certificate	Exempt	Each	\$75.00	01/01/2024
Tax Certificate	Exempt	Each	\$75.00	01/01/2024
Development Permit	Exempt	Each	\$75.00	01/01/2024
Land Use Bylaw Amendment	Exempt	Each	\$500.00	01/01/2024
Development Appeal	Exempt	Each	\$150.00	01/01/2024
Subdivision Appeal	Exempt	Each	\$150.00	01/01/2024
Local Assessment Appeal	Exempt	Each	\$150.00	01/01/2024
Commercial Assessment Appeal	Exempt	Each	\$150.00	01/01/2024
<i>Fees refunded if appeal is upheld</i>			<i>Refund</i>	

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Recreation	GST	Unit of Measure	2023 Fee	Effective Date
Multiplex				
Hall Only \$200.00 deposit	Included	½ day	\$115.00	01/01/2024
	Included	Full day	\$150.00	01/01/2024
	Included	hour	\$30.00	01/01/2024
Kitchen Only \$200.00 deposit	Included	½ day	\$115.00	01/01/2024
	Included	Full day	\$150.00	01/01/2024
	Included	hour	\$30.00	01/01/2024
Kitchen and hall \$200 deposit	Included	½ day	\$150.00	01/01/2024
	Included	Full day	\$300.00	01/01/2024
	Included	Hour	\$75.00	01/01/2024
Multiplex Add-ons				
Bar Rental	Included		\$50.00	01/01/2024
Use of Hall Day prior or after	Included		\$50.00	01/01/2024
Camping	Included	Unit/night	\$10.00	01/01/2024
Ball Diamonds				
Individual Diamond:	Included	Hour	\$ 30.00	01/01/2024
Each Additional Diamond	Included	Hour	\$20.00	01/01/2024
Day	Included	Day	\$ 90.00	01/01/2024
Each Additional Diamond	Included	weekend	\$ 125.00	01/01/2024
Add Multiplex	Included	Day	\$150.00	
3 Day Weekend	Included	weekend	\$ 400.00	01/01/2024
With Multiplex	Included	weekend	\$ 600.00	01/01/2024
Minor Sports Teams	Included	Season	\$ 180.00	01/01/2024
Adult Teams	Included	Season	\$ 300.00	01/01/2024
Centennial Park				
Camp Kitchen/ Gazebo	Included	Day	\$30.00	01/01/2024
Camping				
Power/ Water May 1 until 4 th Monday of September	Included	Night	\$ 40.00	01/01/2024
Power Only (October to April)	Included	Night	\$20.00	01/01/2024
Weekly	Included	Week	\$250.00	01/01/2024
Monthly	Included	Month	\$ 950.00	01/01/2024
Tenting and Power Only (Oct to April)	Included	Night	\$20.00	01/01/2024
Tenting Weekly	Included	Week	\$130.00	01/01/2024
Tenting Monthly	Included	Month	\$500.00	01/01/2024

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Recreation	GST	Unit of Measure	2023 Fee	Effective Date
Arena				
Minor Sports/ Figure Skating	Included	Hour	\$75.00	01/01/2024
Schools	Included	Hour	\$75.00	01/01/2024
Rec Hockey	Included	Hour	\$110.00	01/01/2024
Public Skating/ Shinny	Included	Day	\$2.00	01/01/2024
Season Pass: Family	Included	Season	\$80.00	01/01/2024
Season Pass: Individual	Included	Season	\$30.00	01/01/2024
Rental Groups				
Minor (under 14)	Exempt	Hour	\$80.00	01/01/2024
Minor (15-18)	Included	Hour	\$80.00	01/01/2024
Adult	Included	Hour	\$ 120.00	01/01/2024
STAT Holiday	Included	Hour	\$150.00	
Out of Town User	Included	Hour	\$150.00	
STAT Holiday	Included	Hour	\$200.00	
Summer Rentals				
Hourly: \$155.00 deposit	Included	Hour	\$25.00	01/01/2024
Daily: \$305.00 deposit	Included	Day	\$255.00	01/01/2024
Pool				
Children 5 and under Free	Exempt			01/01/2024
Children (6-12)	Exempt	Day	\$5.00	01/01/2024
	Exempt	14 Days	\$45.00	01/01/2024
	Exempt	Season	\$70.00	01/01/2024
Youth (13-17)	Included	Day	\$5.00	01/01/2024
	Included	14 Days	\$ 50.00	01/01/2024
	Included	Season	\$80.00	01/01/2024
Adult	Included	Day	\$6.00	01/01/2024
	Included	14 Days	\$50.00	01/01/2024
	Included	Season	\$90.00	01/01/2024
Family (up to 6 members)	Included	Day	\$20.00	01/01/2024
	Included	Season	\$195.00	01/01/2024
Lessons				
Sea Turtles/ Otters	Exempt		\$40.00	01/01/2024
Level 1-5	Exempt		\$40.00	01/01/2024
w/o seasons pass	Exempt		\$45.00	01/01/2024
Level 6-10	Included		\$40.00	01/01/2024
w/o seasons pass	Included		\$55.00	01/01/2024
Private Lessons	Included	1/2 hour	\$35.00	01/01/2024
Bronze Cross/Medallion	Included		\$260.00	01/01/2024
Rentals				
Private: up to 30 swimmers	Included	Hour	\$80.00	01/01/2024
Extra 20 swimmers	Included	Hour	\$25.00	01/01/2024
School: up to 30 swimmers	Included	Hour	\$40.00	01/01/2024
Extra 20 swimmers	Included	Hour	\$25.00	01/01/2024

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Public Works	GST	Unit of Measure	2023 Fee	Effective Date
Installation of Services				
Water/Sewer Service: Labor & equip.	Plus Tax		\$3,000	01/01/2024
¾" Water- materials	Plus Tax		\$1,400	01/01/2024
1" Water- materials	Plus Tax		\$2,000	01/01/2024
2" Water- materials	Plus Tax		\$2,500	01/01/2024
4" Sewer- materials	Plus Tax		\$500	01/01/2024
Asphalt Replacement	Plus Tax	M ²	\$53.00	01/01/2024
Concrete, curb, Sidewalk Replacement	Plus Tax	M ²	\$90.00	01/01/2024
Rural Infrastructure Capacity Fee	Plus Tax	Parcel	\$10,000.00	01/01/2024
Equipment Rates (Must be Operated by Town Staff)				
Sewer Camera	Plus Tax	per use	\$150.00	01/01/2024
Pickup Truck	Plus Tax	hour	\$24.00	01/01/2024
All-Terrain Vehicle	Plus Tax	hour	\$24.00	01/01/2024
Utility Trailer	Plus Tax	hour	\$9.00	01/01/2024
Utility Truck	Plus Tax	hour	\$36.80	01/01/2024
Light Tower	Plus Tax	day	\$330.00	01/01/2024
Submersible Pump- Gas	Plus Tax	day	\$67.50	01/01/2024
Submersible Pump- Electric	Plus Tax	day	\$60.00	01/01/2024
Water Truck	Plus Tax	hour	\$89.00	01/01/2024
Vac Truck	Plus Tax	hour	\$230.00	01/01/2024
Concrete Cutter	Plus Tax	day	\$75.00	01/01/2024
Case 580	Plus Tax	hour	\$132.00	01/01/2024
Case 590	Plus Tax	hour	\$136.00	01/01/2024
Grader	Plus Tax	hour	\$178.20	01/01/2024
Skid Steer	Plus Tax	hour	\$107.00	01/01/2024
With auger	Plus Tax	hour	\$117.70	01/01/2024
With sweeper	Plus Tax	hour	\$123.05	01/01/2024
With blade	Plus Tax	hour	\$123.05	01/01/2024
Freightliner	Plus Tax	hour	\$105.00	01/01/2024
Sterling	Plus Tax	hour	\$120.00	01/01/2024
Snow Plow	Plus Tax	hour	\$176.00	01/01/2024
Fire Hydrant Technician	Plus Tax	hour	\$96.00	01/01/2024
Fire Hydrant Labourer	Plus Tax	hour	\$59.00	01/01/2024
Fire Systems Testing Trailer	Plus Tax	hour	\$195.00	01/01/2024
Labourer	Plus Tax	hour	\$50.00	01/01/2024
Supervisor	Plus Tax	hour	\$75.00	01/01/2024
Manager	Plus Tax	hour	\$100.00	01/01/2024
All other equipment not listed to be charged as per current Alberta Roadbuilders Rate Guide	Plus Tax	hour		01/01/2024

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Utilities	GST	Unit of Measure	2023 Fee	Effective Date
New Service Administration Fee	Exempt		\$50.00	01/01/2024
Utilities to Taxes Administration Fee	Exempt		\$50.00	01/01/2024
Renter/ tenant Deposit	Exempt		\$150.00	01/01/2024
Water Turn on Fee	Exempt		\$50.00	01/01/2024
Water Meter Replacement Cost plus 10%	Exempt			01/01/2024
Water				
Minimum Monthly Charge	Exempt	month	\$25.00	01/01/2024
Rural service extra charge	Exempt	month	\$10.00	01/01/2024
Water usage	Exempt	m ³	\$2.36	01/01/2024
Sewer				
Residential	Exempt	month	\$22.25	01/01/2024
Multi Residential	Exempt	month	\$22.25	01/01/2024
Commercial				
Institutional	Exempt	month	\$66.85	01/01/2024
Hotels/ motels	Exempt	month	\$66.85	01/01/2024
All other commercial units	Exempt	month	\$30.06	01/01/2024
Commercial Add-on charge per m ³ of water usage	Exempt	m ³	\$0.14	01/01/2024
Waste Collection				
Residential (1 pickup/week)	Exempt	month	\$18.00	01/01/2024
Multi Residential (1 pickup/week)	Exempt	month	\$18.00	01/01/2024
Commercial (1 pickup/week)	Exempt	month	\$23.00	01/01/2024
Commercial (2 pickup/week)	Exempt	month	\$30.00	01/01/2024
Grocery Stores, Cafes, Restaurants, Taverns, Coffee Shops, Motels, Hotels, (3 pickups)	Exempt	month	\$42.00	01/01/2024
Hospital and Alfred Egan Home (3 pickups/ week)	Exempt	month	\$160.00	01/01/2024
Pleasant View Manor and Lodge (3 pickups/week)	Exempt	month	\$94.00	01/01/2024
Churches (1 pickup/week)	Exempt	month	\$18.00	01/01/2024
Senator Gershaw School (2 pickups/ week)	Exempt	month	\$30.00	01/01/2024
All other Schools (1 pickup/ week)	Exempt	month	\$23.00	01/01/2024
Mobile Home Parks- Per unit (1 pickup/ week)	Exempt	month	\$18.00	01/01/2024
Lost/stolen/damaged cart	Exempt		Replacement cost	01/01/2024
Recycling Fee				
All residences and businesses	Exempt	month	\$6.50	01/01/2024

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Commercial Recycling; Front Load Bins					
Delivery/removal fee for each bin: \$25.00					
Bin Size	Monthly	Biweekly	Weekly	Extra Dump	
Cardboard					
6 yard	\$65.00	\$95.00	\$190.00	\$120.00	
8 yard	\$65.00	\$95.00	\$250.00	\$120.00	
Mixed Recycling					
6 Yard	\$80.00	\$120.00	\$300.00	\$130.00	
8 Yard	\$80.00	\$120.00	\$300.00	\$130.00	

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Safety Codes Council Levy applies to total permit fees at 4%, minimum \$4.50 to a maximum of \$560.00	GST	All Permit Fees Effective 1/01/2024
Building Permit		
New construction, addition, alteration, renovation, basement development. Per \$1000.00	Exempt	\$6.00
Move on home/building- pilings or blocks Per Square Foot	Exempt	\$0.35
Move on home/building- foundation or crawlspace Per Square Foot	Exempt	\$0.40
Minimum residential	Exempt	\$225.00
Minimum commercial	Exempt	\$300.00
Demolition	Exempt	\$225.00
Shipping containers, prefab sheds/ Storage buildings not on a foundation and under 320 sq feet	Exempt	\$100.00
Above Ground Pools	Exempt	\$100.00
Plumbing Permit		
Number of Fixtures	Exempt	
1-5 Fixtures	Exempt	\$130.00
6-10 Fixtures	Exempt	\$220.00
11-20 Fixtures	Exempt	\$240.00
Each additional fixture	Exempt	\$5.0
Manufactured Home/ ready to move service connection	Exempt	\$130.00
Holding tank, septic tank, tank replacement	Exempt	\$250.00
Gas Permits		
Number of outlets		
1-5	Exempt	\$150.00
6-10	Exempt	\$200.00
11-20	Exempt	\$250.00
Each additional outlet	Exempt	\$10.00
Non-Residential BTU's		
0-100,000	Exempt	\$150.00
100,001- 400,000	Exempt	\$200.00
400,001- 500,000	Exempt	\$300.00
500,001- 1,000,00	Exempt	\$350.00
1,000,001 and over	Exempt	350.00 plus \$82.00/ 1 million BTU's
Temporary Service/ Heat	Exempt	\$150.00
Service Re-connection/ air test	Exempt	\$150.00
Propane Tank Set	Exempt	\$150.00

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Safety Codes Council Levy applies to total permit fees at 4%, minimum \$4.50 to a maximum of \$560.00	GST	All Permit Fees Effective 1/01/2024
Electrical Homeowner Permit		
Service Connection, Reconnection, Panel change, Temporary Service	Exempt	\$160.00
Wiring/ Renovation up to 1200 ft ²	Exempt	\$160.00
Wiring/ Renovation 1201 ft ² and over	Exempt	\$160.00 plus \$0.11/ft ²
Electrical Contractor Permit		
Temporary Service	Exempt	\$160.00
Annual Permit	Exempt	\$400.00
Value of Materials and Labour		
\$0-1,000	Exempt	\$125.00
1,001-2,500	Exempt	\$130.00
2,501-5,000	Exempt	\$170.00
5,001-10,000	Exempt	\$225.00
10,001-15,000	Exempt	\$300.00
15,001-20,000	Exempt	\$550.00
20,001-30,000	Exempt	\$590.00
30,001-40,000	Exempt	\$630.00
40,001-50,000	Exempt	\$670.00
50,001-75,000	Exempt	\$900.00
75,001-100,000	Exempt	\$1,150.00
100,001-125,000	Exempt	\$1,300.00
125,001-150,000	Exempt	\$1,440.00
150,001-200,000	Exempt	\$1,720.00
200,001-250,000	Exempt	\$1,860.00
250,001-300,000	Exempt	\$2,200.00
300,001-400,000	Exempt	\$2,340.00
400,001-500,000	Exempt	\$2,650.00
Over 500,000	Exempt	\$2,650.00 plus \$5.00/ \$1,000
Miscellaneous		
Permit Expiry	Exempt	No refund
Permit Cancellation	Exempt	25% refunded if no inspections conducted Minimum \$100.00 retained
Variance	Exempt	\$125.00/hour
Permit Extensions	Exempt	25% of permit fee Minimum \$100.00
Additional Inspections	Exempt	\$125.00

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