

BYLAW NO. 1551-18

**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 1551-17 be deleted and replaced with the attached Schedule "A".
2. That this Bylaw shall come into force and take effect upon third and final reading and is duly signed.

READ a first time this 8 day of June, 2026.

READ a second time this 8 day of June, 2026.

READ a third and final time this 8 day of June, 2026.

Original Signed

Signed by the Mayor and CAO this 17th day of June, 2026.

Schedule “A”

Fees, Rates, and Charges Bylaw

APPENDIX “A” - COMMUNITY SAFETY	3
Fire Services – As established by Bylaw 1582	3
Fire Department Training Grounds	4
Responsible Pet Ownership – As established by Bylaw 1580	4
Whitecourt RCMP	4
APPENDIX “B” -COMMUNITY SERVICES	5
Allan & Jean Millar Centre	5
Culture & Events Centre	8
Community Resource Centre	10
Festival Way Rental	10
Planned Giving Opportunities	10
Community Spectrum Advertising Rates	10
Twin Arenas Facility Admission/Rental Rates	10
Sportfield Facility Rental Rates	11
Sportfield Facility Rental Rates for Tournaments	11
Whitecourt Transit	11
APPENDIX “C” - CORPORATE SERVICES	13
Access to Information Requests	13
Forest Interpretive Centre	13
Hawkers & Pedlars Licence – As established by Bylaw 1462	13
Copy Service	13
Returned Payments	13
Taxation	13
Assessment Complaint Fees	13
Third Party Billing Fees	13
Credit Card Processing Fee	14
Unpaid General Accounts Receivable	14
APPENDIX “D” – INFRASTRUCTURE	15
Cemetery – As established by Bylaw 1563	15
Concrete and Asphalt Rubble Disposal Fee	15
Residential Waste Services – As established by Bylaw 1464	15
Shallow Utility Installation on Town Land	16
Temporary Traffic Control Permit	16
Transportation Routing and Vehicle Information System – Multi-Jurisdictional (TRAVIS-MJ)	16
Water & Sewer Charges – As established by Bylaw 1511	16
APPENDIX “E” – PLANNING AND DEVELOPMENT	18
Development Services	18
Other Development Services Fees	19
Off Site Levies – As established by Bylaw 1532	19

APPENDIX "A"

COMMUNITY SAFETY

Fire Services: Fire Prevention - As established by Bylaw 1582

Fire Prevention	
Fire Safety Plan Review and Inspection - Commercial/Industrial/Multi-Family***	\$230.00/occupancy
Fire Safety Plan Review and Inspection - Residential***	\$77.00/occupancy
Fire Safety Presentations for schools, community groups and organizations	No Charge
Fire Inspection initiated by the Fire Chief proactively or by public complaint; inspections for Town of Whitecourt facilities; or public service occupancies.	No Charge
Request/required fire inspection, re-inspection, or special event inspection***	\$153.00/hour
Occupant Load Calculation and Certificate***	\$123.00/occupancy
Occupant Load Certificate Replacement Fee (must have satisfactory Fire Inspection completed within previous 12 months)***	\$51.00/request
Fire Permit	
Fire Pit (for fire pits, outdoor fireplaces, solid fuel cooking appliances)***	\$26.00/fire pit for current occupant
Fire Pit requiring on-site inspection (for fire pits, outdoor fireplaces, solid fuel cooking appliances requiring site visit)***	\$51.00/fire pit for current occupant
Campground***	\$153.00/campground
Fireworks***	\$102.00/event
Special Event***	\$102.00/event
Special Event hosted by the Town of Whitecourt, or hosted for religious or ceremonial purposes	No Charge
Open Burning***	\$102.00/permit
Incident Response	
Response within the municipal boundary - This fee may be applied where the Fire Department responds to a fire, rescue, release of chemical, dangerous goods or other incident on any property if: *A fire for which a person is convicted of arson under the Criminal Code of Canada; *An unregulated release of dangerous goods; *A fire which is intentionally set, with or without permit, and becomes out of control or some other emergency results thereof.	Government of Alberta Transportation Rate - Per Hour, Per Unit
Contractor Fees (invoiced at 100% cost recovery for an incident: Fire Investigator, Vac Truck, Excavator, Fencing, or Security)	Cost +15% Administrative Overhead

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

Replacement cost of equipment and/or materials used, lost or damaged as a result of the response	Cost +15% Administrative Overhead
Response outside the municipal boundary/jurisdiction, to areas included in an agreement, or Mutual Aid Response	Government of Alberta Transportation Rate - Per Hour, Per Unit
Structural Protection or Wildland Urban Interface Responses	Government of Alberta Wildland Urban Interface Rates
Fire Investigation***	\$153.00/hour per member or portion thereof plus expenses
Providing Security and/or fire watch for a Building Fire Protection System Shutdown***	\$102.00/hour per person

Fire Department Training Grounds

External Facility Use Fee	\$850.00/day
---------------------------	--------------

Responsible Pet Ownership - As established by Bylaw 1580

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

Whitecourt RCMP

Information Checks	
Record Check/Declaration ¹	\$30.00
Vulnerable Sector Check - Volunteer ¹	No Charge
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	No Charge
Collision Report 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 "Youth".

Daily Admissions - Rates effective to August 5, 2025	
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 - Rates effective to August 5, 2025	
Adult (18-59 years)	\$75.90
Senior (60-69 years)	\$58.30
Super Senior (70+ years)	\$29.20
Youth (13-17 years)	\$49.30
Child (3-12 years)	\$35.60
Tot (under 3 years)	Free
Family	\$169.70
Daily Admissions - Rates effective as of August 6, 2025	
Adult Drop-In Sport	\$4.48
Youth Drop-In Sport	\$3.00
Toonie Swim	\$2.00
Adult (18-59 years)	\$8.85
Senior (60-69 years)	\$6.48
Super Senior (70+ years)	\$3.24
Youth (13-17 years)	\$5.75
Child (3-12 years)	\$4.15
Tot (under 3 years)	Free
Family	\$19.80
Running Track	\$2.00
Go Active Zone (for children ages 3-7 years)	\$2.10
10 Visit Pass - Rates effective as of August 6, 2025	
Adult (18-59 years)	\$79.60
Senior (60-69 years)	\$58.30
Super Senior (70+ years)	\$29.20
Youth (13-17 years)	\$51.79
Child (3-12 years)	\$37.33

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

Tot (under 3 years)	Free
Family	\$178.23
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)	\$284.84
Child (3-12 years)	\$210.71
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

²Any 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 15% discount off the regular rates (as noted in prices listed above).

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

Administration Fees	
Program Withdrawal Administration Fee	\$10.50
Annual Membership Hold Fee	\$5.00
Cleaning Fee	\$250.00
Not Sufficient Funds (NSF) Fee	\$25.00
Set-Up Fee	\$250.00
Fitness	
Fitness Studio Rental	\$36.00/hour
Fitness Instructor	\$50.00/hour
Aquatic	
25m Pool Hourly Rental Rates	\$21.00/hour
Club Rate - Rate effective to August 5, 2025	\$13.25/lane per hour
Club Rate - Rate effective as of August 6, 2025	\$14.25/lane per hour
Lane 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
60-hour Punch Pass	\$230.63
Meeting Room Rental Fees	
Hourly Regular Rate	\$35.87
Hourly Non-Profit Rate	\$25.62
Special Services	
Area Tarp	\$52.11/booking
Bleacher Rental	\$20.84/set per day
Bouncy Castle	\$130.26/hour
Chair Rental - Rate effective to August 5, 2025	\$1.56/chair
Chair Rental - Rate effective as of August 6, 2025	\$2.00/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
Table Rental - Rate effective to August 5, 2025	\$3.65/table
Table Rental - Rate effective as of August 6, 2025	\$10.00/table
Fieldhouse Change Room/Ref Room	\$24.81/room per 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

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

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
1/2 Fieldhouse - Youth	\$48.00
1/2 Fieldhouse - Adult	\$62.09
1/3 Fieldhouse - Youth	\$32.00
1/3 Fieldhouse - Adult	\$41.54

Culture & Events Centre

Multi-Purpose Room Rentals	
Multi-Purpose Full (A/B/C) - Full Day Rental (10,375ft ²)(9am to 2am, includes cleaning)	\$1,200.00/day
Multi-Purpose Full (A/B/C) - Hourly (1,037ft ²) (min. 3 hour rental)	\$100.00/hour
Multi-Purpose A/B - Hourly (5,650ft ²)	\$50.00/hour
Multi-Purpose C - Hourly (4,725ft ²)	\$50.00/hour
Meeting Room (560ft²)	
For Profit Hourly	\$37.67/hour
Non Profit Hourly	\$26.90/hour
Flex Space (575-590ft²)	
For Profit Hourly	\$37.67/hour
Non Profit Hourly	\$26.90/hour
Flex Space (1,210ft²)	
For Profit Hourly	\$45.00/hour
Non Profit Hourly	\$32.00/hour
Dressing Rooms (550ft ²)	\$25.00/day or event
Stage (3,000ft² behind curtain)	
Per hour for speaking engagements based on staffing costs	\$56.00/hour
Per hour for performances/rehearsals based on staffing costs	\$112.00/hour
Coat Check Room - per event, per day	\$50.00/day or event
Additional Services	
Salaried Staff per hour	\$56.00/hour
Casual Staff per hour	\$40.00/hour
Ticketing Fees	6% plus \$3.00/ticket
Performance Packages - Commercial	
Full Venue Performance	
Minimum (5 hours)	\$1,100.00
Day Rate (10 hours)	\$2,200.00
Additional Hour	\$235.00
Half Venue Performance	
Minimum (5 hours)	\$825.00
Day Rate (10 hours)	\$1,650.00
Additional Hour	\$235.00

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

Performance Packages - Non Profit	
Full Venue Performance	
Minimum (5 hours)	\$810.00
Day Rate (10 hours)	\$1,620.00
Additional Hour	\$162.00
Half Venue Performance	
Minimum (5 hours)	\$607.50
Day Rate (10 hours)	\$1,215.00
Additional Hour	\$162.00
Performance Packages - Artist in Residence/School	
Venue Performance	
Minimum (5 hours)	\$500.00
Day Rate (10 hours)	\$1,000.00
Additional Hour	\$100.00
Inclusions for Full Venue Performance Packages - 1 Tech; 1 Front of House Staff; Full Multi-Purpose Space (10,375ft²); stage; house lighting and sound; tables and seating; Green Room; Dressing Room (103-2); Lobby; Coat Check Room; Complimentary On-Site Parking; Accessible Washrooms and Entrances; Staffed Professional Bar (standard venue drink rates - minimum sales apply); Second Staffed Professional Bar (standard venue drink rates - minimum attendance applies); Post-Event Clean Up; Setup of Pre-Designed Venue Seating Layout. Available for Extra Fee: Additional Dressing Rooms (2); Custom Seating Layout; Setup of Custom Seating Layout; Additional Staffing.	
Inclusions for Half Venue Performance Packages: 1 Tech; 1 Front of House Staff; Multi-Purpose Space C (4,725ft²); Stage (size: Pros 43ft, Depth 37ft, Width 79ft); House Lighting and Sound; Tables and Seating; Green Room; Dressing Room (103-2); Lobby (shared); Coat Check Room; Complimentary On-Site Parking; Accessible Washrooms and Entrance; Staffed Professional Bar (Standard Venue Drink Rates - minimum sales apply); Post-Event Clean Up; Setup of Pre-Designed Venue Seating Layout. Available for Extra Fee: Additional Dressing Rooms (2); Custom Seating Layout; Setup of Custom Seating Layout; Additional Staffing.	
Dance Festival Packages	
Full Venue Performance	
Minimum (5 hours)	\$1,250.00
Day Rate (10 hours)	\$2,500.00
Additional Hour	\$267.00
Inclusions for Dance Festival Package - 1 Tech; 1 Front of House Staff; Full Multi-Purpose Space (10,375ft²); Stage (Size: Pros 43ft, Depth 37ft, Width 79ft); House Lighting and Sound; Tables and Seating; Green Room; 3 Dressing Rooms (103-2, 104-2, 105-2); Flex Spaces (116-1, 117-1, 118-1); Lobby; Coat Check Room; Complimentary On-Site Parking; Accessible Washrooms and Entrances; Staffed Professional Bar (standard venue drink rates - minimum attendance applies); Second Staffed Professional Bar (standard venue drink rates - minimum attendance applies); Post-Event Clean Up; Setup of Pre-Designed Venue Seating Layout. Available for Extra Fee: Custom Seating Layout; Setup of Custom Seating Layout; Additional Staffing; Additional Flex Space/Meeting Room.	
All-Inclusive Conference Package	
Full Venue Event	
Commercial Day One	\$2,500.00
Commercial Additional Day	\$2,000.00
Non Profit Day One	\$1,920.00
Non Profit Additional Day	\$1,620.00

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

Inclusions for Conference Package - Full Multi-Purpose Space with Stage; Lobby; Green Room; 3 Dressing Rooms; Coat Check Room; Flex Space (116-1, 117-1, 118-1); Meeting Room (119-1); Concourse; Complimentary On-Site Parking; Accessible Washrooms and Entrances; Professional Bar (staffed with standard venue drink rates - minimum applies); Additional Professional Bar (staffed with standard venue drink rates - minimum attendance); Motorized Theatre Seating System; AV Package (podium, microphone, speaker system); Screens and Projectors; Custom Messaging on Digital Lobby Displays; Tables and Chairs; Cocktail Tables; Table Cloths; Cloth Napkins; Portable Bars (up to 4 - fee for extra staffing); Signage Easels; Pole and Drape (70ft); Extension Cord and Power Bar Package; Onsite Venue Attendant; AV Tech; Theatre Tech (for speaking engagements); Custom Layout Planning; Setup and Take Down of tables; Post Event Clean Up; Coffee and Water Station; Event Planning Consult (up to 3 hours).

Available of an Extra Fee - Live performance coordination (cost dependent on technical needs).

*A build your own approach to conferences is available for those that might not require all the services included in the All-Inclusive Conference Package. Cost is dependent on services selected from the Non Packaged Fee List.

Community Resource Centre

Multipurpose Room	
Youth Rate	\$31.74/hour
Adult Rate	\$37.04/hour
Boardroom (seats 8)	
Non-Profit Organization	\$15.32/hour or \$58.50/day
For Profit Organization	\$20.30/hour or \$78.09/day

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 Kilometre or Gravel/Asphalt Trail	\$20,000.00
Sponsorship of Event or Activity	To Be Negotiated
Rest Stop Area or Viewpoint	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 Sport Organization	\$97.08/hour
Adult - Prime	\$161.96/hour
Adult - Non-Prime	\$134.61/hour

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

Youth - Non-Prime (start time 7:00am to 4:00pm weekdays) - Rate effective to August 5, 2025	\$68.36/hour
Youth - Non-Prime (start time 7:00am to 4:00pm weekdays) - Rate effective as of August 6, 2025	\$69.73/hour
Youth - Prime - Rate effective to August 5, 2025	\$95.18/hour
Youth - Prime - Rate effective as of August 6, 2025	\$97.08/hour
Adult Tournament	\$149.34/hour
Private Hockey Leagues (i.e. Junior "A")	Per Contract
Ice Rentals (Parties - Youth)	\$97.08/hour
Ice Rentals (Parties - Adult)	\$161.96/hour
Facility Rental - No Ice	
Day Rate	\$1,063.93
Day rate Non-Profit	\$521.05
Bond Deposit	\$500.00
Shinny Admission Fees	
2 Years and Under	Free
3-12 Years	\$1.98
13-17 Years	\$2.98
Adult	\$4.96
Facility Sign Board Advertising - in McLeod Arena	
Installation Fee	\$50.00
4' x 8' Sign Board (for one year)	\$280.00
Public Skating Admission is currently sponsored by a local service club	

Sportfield Facility Rental Rates

Adult field/diamond league fees (per season)	\$394.01
Youth Field/diamond league fees (per season)	\$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 sportfield facility rental by non-local teams	\$5,000.00
Concession facility deposit for local team 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

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

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 (per calendar month)	\$70.00
Senior (65+)/Youth (7-17 years) Monthly Pass (per calendar	\$40.00
Children (6 and under)	Free
Youth Groups	\$1.00/child
Annual Student Pass - Valid September 1 to August 31 (Students from both school districts, post secondary institutions, and the community at large qualify)	\$275.00
Dial A Bus Pass (per calendar month)	\$40.00
Transportation Grant Transit Pass (per calendar month)	\$40.00

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

APPENDIX "C"

CORPORATE SERVICES

Access to Information Requests

Where an individual is required to pay a fee for services, such fee shall be payable in accordance with the Access To Information Act, as amended from time to time, or any successor Regulation that sets fees for requests for information.

Forest Interpretive Centre

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

Copy Service

Photocopying	\$0.25/page
--------------	-------------

Returned Payments

For pre-authorized debit accounts	\$25.00
For cheque payments	\$25.00

Taxation

Assessment Information	\$10.00 flat fee
Tax Certificates	\$30.00
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%

Credit Card Processing Fee

The Credit Card Processing Fee will be applicable to credit card payments over \$5,000. For tax roll accounts, the \$5,000 maximum shall apply per tax roll per annum. Processing fees shall not apply to Community Services fees (rentals, advertising, programs, child mind, planned giving opportunities, sponsorship/donations, Transit, Dial-A-Bus, facility passes and admissions, etc.); and, Infrastructure fees (cemetery, shallow utility line assignments).	2% of total
--	-------------

Unpaid General Accounts Receivable

Balances unpaid in excess of 30 days will be penalized monthly interest. (As outlined in Policy 13-010 - Accounts Receivable Collections.)	1.5% per month
--	----------------

APPENDIX "D"

INFRASTRUCTURE

Cemetery - As established by Bylaw 1563***

Grave Lot	
Resident***	\$541.00
Non-Resident***	\$677.00
Veteran (Field of Honour)	No Charge
Opening and Closing - casket (Monday-Friday 10:00am to 4:00pm)***	\$610.00
Opening and Closing - urn (Monday-Friday 10:00am to 4:00pm)***	\$203.00
Columbarium	
Resident***	\$1,152.00 ⁵
Non-Resident***	\$1,282.00 ^{3 and 5}
Veteran***	\$835.00
Second Opening and Closing***	\$136.00
Second Urn Engraving***	\$541.00
New Face Plate (if required)***	\$203.00
Niche Vase***	\$271.00
Extra Engraving (images, inlays, diamond etching)	At Cost
Special Opening and Closing Fee (after hours, weekends, holidays)***	\$68.00/hour ⁴
Transfer Application Fee***	\$53.00

³ Non-Resident - Someone who reside outside of Whitecourt or Woodlands County.

⁴ Hourly rate charged in addition to Grave Lot or Columbarium Opening and Closing fees.

⁵ Cost includes engraving for the first urn, and opening and closing for the first urn Monday-Friday 10:00am to 4:00pm. 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***	\$255.00
Tri Axle Truck***	\$320.00
Tandem End Dump***	\$383.00
Tridem End Dump***	\$426.00
Loader Bucket***	\$43.00
Pickup***	\$21.00
2-Axle Trailer (light duty)***	\$21.00
3-Axle Trailer (light duty)***	\$32.00

Residential Waste Services - As established by Bylaw 1464

Waste Cart Replacement Fee	\$120.00
Landfill Disposal Fee	\$15.00/month
Residential Pickup	\$12.28/month
Recycling Residential Pickup	\$10.99/month

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

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/m ²
75 millimetres compacted lift	\$92.00/m ²
100 millimetres compacted lift	\$98.00/m ²
Landscaped Area Excavation	
Minimum Charge	\$417.00/permit
Of established sod	\$37.00/m ²
Of established grass	\$27.00/m ²
Natural ground	\$11.00/m ²
Concrete Area Excavations	
Minimum Charge	\$782.00/permit
Sidewalks	\$438.00/m ²
250 millimetres curb and gutter	\$375.00/l.m.
500 millimetres curb and gutter	\$542.00/l.m.
Concrete swale	\$323.00/m ²
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
-----------------	----------------

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

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

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	\$10.18/month
Sewer	\$10.18/month
Sewer Charge	
Residential/Commercial/Industrial	100% of water consumption charged at \$1.72/m ³
Water Charges	
Residential/Commercial/Industrial	\$1.75/m ³
Bulk Water	\$10.45/m ³

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

APPENDIX 'E'

PLANNING AND DEVELOPMENT

Development Services

Land Use Bylaw, Municipal Development Plan, Area Structure Plan Amendments	
One Application***	\$1,475.00
If more than one bylaw for the same project is involved***	\$1,785.00
Subdivision	
Application***	\$950.00 + \$105.00/lot
Endorsement (not including Public Utility Lots)	\$40.00/lot
Subdivision/Development Appeal Board	
Appeal Fee (refunded if appellant wins)***	\$315.00
Building Permits - Residential/Dwelling Units ⁶	
New Construction	
Main level***	\$0.68/ft ²
Upper/Lower level***	\$0.47/ft ²
Additions/Renovations/Basement Development***	\$0.43/ft ² (min. \$210.00)
Solid Fuel Burning Appliance (wood stove, or fireplace (if not included in new construction), hot tub/pool and rooftop solar panels)***	\$160.00
Demolition***	\$160.00
Geothermal Heating***	\$285.00
Accessory Building (shop, garage, shed)***	\$0.37ft ² (min. \$160.00)
Covered Deck/Veranda***	\$0.37ft ² (min. \$160.00)
Uncovered Deck***	\$160.00
Building Permits - Manufactured and Modular Homes ⁶	
Modular Home Setup***	\$265.00
Basement Development (if on full basement)***	\$0.43/ft ² (min. \$210.00)
Ready to Move (RTM)	\$400.00
Basement Development (if on full basement)***	\$0.43/ft ² (min. \$210.00)
Building Permits - Commercial/Industrial/Institutional ⁶	
First \$1,000,000 construction value***	\$7.05 per \$1,000.00 construction value
Over \$1,000,000 construction value***	\$7,050.00 + \$5.50/\$1,000.00 construction value
Minimum Fee***	\$440.00
Demolitions***	\$235.00
Other Building Permit Fees/Charges	
Reinspection Fee***	\$160.00
Reopening Fee (reinspection may be required when reopening a permit)***	\$77.00
Permit Extensions - maximum on year***	\$160.00
Variances (charged at a minimum of 2 hours, not subject to the SCC Levy)***	\$130.00/hour

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

Rates marked *** will increase annually by the Cost of Living Adjustment.

Cancellations/Refunds	
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 or construction start prior to obtaining the required permit(s), the Town shall charge double the Development Permit Fees, and double the Building Permit Fees to a maximum of \$500.00 surcharge per building permit plus SCC Levy.	
Safety Code Council (SCC) Levy (added to each Permit Fee)	
Building Code Fee	4%
Minimum Levy	\$4.50
Maximum Levy	\$560.00
Development Permits ⁷	
Residential Permitted Use With Construction***	\$50.00 + \$1.75/m ² (max. \$1,685.00)
Residential Permitted Use Without Construction***	\$50.00
Non-Residential Permitted Use With Construction***	\$130.00 + \$1.75/m ² (max. \$1,685.00)
Non-Residential Permitted Use Without Construction***	\$130.00
Direct Control Application***	\$375.00 Regular Permit fees would apply unless bylaw is being amended.
Encroachment	
Application Fee***	\$375.00
Municipal Planning Commission ⁷	
Discretionary Use (includes base permit fees)***	\$375.00
Special Meeting (*plus MPC Variance/Discretionary Fee)***	\$375.00
Variance ⁷	
Administrative (within 20%) includes base permit fee***	\$195.00
Municipal Planning Commission includes base permit fee***	\$375.00

⁶ Fees are doubled, to a maximum of \$500.00 surcharge plus SCC Levy, when development (work) is started prior to permit being issued.

⁷ Fees are doubled when development (work) started prior to permit/variance being issued.

Other Development Service 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 one hour charge)	\$25.00 + \$85.00/hour
Map Printing	
2' x 3' 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' - colour	\$30.00
Map scanning (using plotter)	\$5.00/page

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 - effective to December 31, 2026	
Single Family Dwelling Unit (including manufactured homes,	\$4,763.00/dwelling unit
Multi Family Dwelling Unit (any development with 5 or more units,	\$2,074.00/dwelling unit
Non-Residential	\$55,504.00/hectare

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

Rates marked *** will increase annually by the Cost of Living Adjustment.