



Fees and Charges Bylaw 1322, 2023

1360, 1365, 1371

THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of “Fees and Charges Bylaw 1322, 2023” with the following amending bylaws:

Bylaw Number	Dated Adopted	Section Amended
1360	February 3, 2026	Inserted Schedule C – Animal Control Fees
1365	March 3, 2026	Replaced Schedule A and B
1371	August 18, 2026	Replace Schedule D – Traffic Regulations

Individual copies of any of the above bylaws are available from the Corporate Services Department of the District of Sparwood. For legal purposes, copies of the original bylaws should be obtained.

DISTRICT OF SPARWOOD
Fees and Charges Bylaw 1322, 2023

A Bylaw to establish fees and charges for goods and services provided by the District of Sparwood

WHEREAS the Council of the District of Sparwood deems it expedient to provide for fees and charges for services and information;

AND WHEREAS section 194 of the Community Charter authorizes municipalities by bylaw to impose fees in respect of a service of the municipality or provision of information;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the Community Charter to cover costs of providing services and information;

NOW THEREFORE, the Council of the District of Sparwood enacts as follows:

1. TITLE

This bylaw may be cited as “Fees and Charges Bylaw 1322, 2023.”

2. INTERPRETATION

2.1 The headings used in this Bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.

2.2 Any bylaw referred to herein is a reference to a bylaw of the District of Sparwood as amended, revised, consolidated, or replaced from time to time.

2.3 Unless otherwise defined in this Bylaw, terms used herein shall have the meanings as set out in the *Community Charter* or the *Local Government Act*, as applicable.

3. FEES AND CHARGES

4.1 The District hereby imposes the fees for the provision of services and information as specified in Schedules A to B inclusive, which are attached hereto and form part of this bylaw.

4.2 Fees or charges imposed under this Bylaw for the provision of services or information shall apply instead of any fees or charges imposed under other bylaws for the same services or information in the event of any conflict between this Bylaw and any other bylaw. A reference to a more specific matter in this Bylaw supersedes a reference to a more general matter.

4. SCHEDULES

The following schedules are included and form part of this bylaw:

Schedule A - General Administrative Fees and Charges (replaced by Bylaw 1365)

Schedule B - Cemetery Fees (replaced by Bylaw 1365)

Schedule C – Animal Control Fees (added by Bylaw 1360)

Schedule D – Traffic Regulations (added by Bylaw 1371)

5. SEVERABILITY

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, clause or phrase.

6. REPEAL

District of Sparwood Administrative Fees and Charges Bylaw 1255, 2019 and all amendments thereto are hereby repealed.

7. EFFECTIVE DATE

This Bylaw shall come into effect on January 1, 2024.

READ A FIRST TIME this 5th day of December, 2023.

READ A SECOND TIME this 5th day of December, 2023.

READ A THIRD TIME this 5th day of December, 2023.

ADOPTED this 19th day of December, 2023.

Original signed _____
Mayor

Original signed _____
Corporate Officer

Schedule A – General Administrative Fees and Charges
(subject to applicable taxes)

Photocopies	2026	2027	2028	2029	2030
Black and White:					
Single Sided 8.5" x 11"	\$ 0.25	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.75
Double Sided 8.5" x 11"	\$ 0.50	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.50
Single Sided 8.5" x 14" and larger	\$ 0.50	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.50
Double Sided 8.5" x 14" and larger	\$ 0.75	\$ 1.50	\$ 1.50	\$ 1.50	\$ 2.00
Colour:					
All sizes, single sided	\$ 1.00	\$ 1.25	\$ 1.25	\$ 1.25	\$ 1.50
Colour photocopies, all sizes, double sided	\$ 2.00	\$ 2.50	\$ 2.50	\$ 2.50	\$ 3.00
NSF and returned cheques or items	\$ 25.00	\$ 27.00	\$ 27.00	\$ 30.00	\$ 30.00
Tax certificate	\$ 30.00	\$ 32.00	\$ 32.00	\$ 35.00	\$ 35.00
Property or utility account transfer or refund per occurrence	\$ 15.00	\$ 17.00	\$ 17.00	\$ 20.00	\$ 20.00
Adding mortgagees interest to tax roll, per folio, charged at time of annual reporting	\$ 10.00	\$ 12.00	\$ 12.00	\$ 15.00	\$ 15.00
Map book	\$ 25.00	\$ 27.00	\$ 27.00	\$ 30.00	\$ 30.00
Residential Strata titling application, per building	\$ 750.00	\$ 775.00	\$ 775.00	\$ 800.00	\$ 800.00
Application for, or Assignment of Lease or Permit	\$ 250.00	\$ 275.00	\$ 275.00	\$ 300.00	\$ 300.00
Application to discharge a Section 57 Community Charter notice	\$ 250.00	\$ 275.00	\$ 275.00	\$ 300.00	\$ 300.00
Application for purchase of municipal land	\$ 500.00	\$ 525.00	\$ 525.00	\$ 550.00	\$ 550.00
Assessment of Liquor and Cannabis Regulation Branch liquor applications	\$ 500.00	\$ 525.00	\$ 525.00	\$ 550.00	\$ 550.00
Assessment of Liquor and Cannabis Regulation Branch cannabis applications	\$ 500.00	\$ 525.00	\$ 525.00	\$ 550.00	\$ 550.00
Electronic data on USB, each	\$ 15.00	\$ 17.00	\$ 17.00	\$ 20.00	\$ 20.00
Organizations participating in Municipal Insurance Association Associate Member Program	\$ 100.00	\$ 125.00	\$ 125.00	\$ 150.00	\$ 150.00
Property Information Request	\$ 50.00	\$ 52.00	\$ 52.00	\$ 55.00	\$ 55.00
Items requiring reimbursement for municipal services rendered, shall include actual costs of labour, overhead for labour, equipment, machinery and materials costs. An Administration fee of 15% shall be added thereto. Interest is payable on unpaid balances after 30 days at the rate of 1.5% per month.	Actual costs plus 15% administration fee. Interest on accounts over 30 days at 1.5% per month	Actual costs plus 15% administration fee. Interest on accounts over 30 days at 1.5% per month	Actual costs plus 15% administration fee. Interest on accounts over 30 days at 1.5% per month	Actual costs plus 15% administration fee. Interest on accounts over 30 days at 1.5% per month	Actual costs plus 15% administration fee. Interest on accounts over 30 days at 1.5% per month
Requests for information requiring research into the District's archival records, or for information that has already previously been provided will be charged at \$15 per 15 minutes, with a minimum charge of \$15 per request.	\$15.00 per 15 minutes	\$15.00 per 15 minutes	\$15.00 per 15 minutes	\$15.00 per 15 minutes	\$15.00 per 15 minutes

Schedule B – Cemetery Fees
(subject to applicable taxes)

	2026		2027		2028		2029		2030	
	CARE FUND	FEE	CARE FUND	FEE	CARE FUND	FEE	CARE FUND	FEE	CARE FUND	FEE
<u>Grave Space</u>										
Resident / Former Resident										
Adult Size	\$ 138.00	\$ 552.00	\$ 142.00	\$ 569.00	\$ 146.00	\$ 586.00	\$ 150.00	\$ 604.00	\$ 155.00	\$ 622.00
Infant Size	\$ 87.00	\$ 347.00	\$ 90.00	\$ 357.00	\$ 93.00	\$ 368.00	\$ 96.00	\$ 379.00	\$ 99.00	\$ 390.00
Cremated Remains Size	\$ 87.00	\$ 347.00	\$ 90.00	\$ 357.00	\$ 93.00	\$ 368.00	\$ 96.00	\$ 379.00	\$ 99.00	\$ 390.00
Non-Resident										
Adult Size	\$ 207.00	\$ 827.00	\$ 213.00	\$ 852.00	\$ 219.00	\$ 878.00	\$ 226.00	\$ 904.00	\$ 233.00	\$ 931.00
Infant Size	\$ 130.00	\$ 520.00	\$ 134.00	\$ 536.00	\$ 138.00	\$ 552.00	\$ 142.00	\$ 569.00	\$ 146.00	\$ 586.00
Cremated Remains Size	\$ 130.00	\$ 520.00	\$ 134.00	\$ 536.00	\$ 138.00	\$ 552.00	\$ 142.00	\$ 569.00	\$ 146.00	\$ 586.00
<u>Services (Opening & Closing Grave for Burial)</u>										
Adult Size - Rivercrest Cemetery		\$ 613.00		\$ 631.00		\$ 650.00		\$ 670.00		\$ 690.00
Adult Size - Elk Valley (Michel)		\$ 771.00		\$ 794.00		\$ 818.00		\$ 843.00		\$ 868.00
Infant Size - Rivercrest Cemetery Only		\$ 579.00		\$ 596.00		\$ 614.00		\$ 632.00		\$ 651.00
Cremated Remains Size		\$ 386.00		\$ 398.00		\$ 410.00		\$ 422.00		\$ 435.00
Burials prior to 9:30 a.m. or after 3:00 p.m. - Monday to Friday		\$ 633.00		\$ 652.00		\$ 672.00		\$ 692.00		\$ 713.00
Burials on Saturday, Sunday or Statutory Holiday (extra)		\$ 931.00		\$ 959.00		\$ 988.00		\$ 1,018.00		\$ 1,049.00
<u>Columbarium</u>										
Opening and Closing of Niche		\$ 242.00		\$ 249.00		\$ 256.00		\$ 264.00		\$ 272.00
Memorial Engraving of Niche		\$ 345.00		\$ 355.00		\$ 366.00		\$ 377.00		\$ 388.00
Resident / Former Resident										
Niche - 16" - Rivercrest Cemetery Only	\$ 241.00	\$ 965.00	\$ 248.00	\$ 994.00	\$ 255.00	\$ 1,024.00	\$ 263.00	\$ 1,055.00	\$ 271.00	\$ 1,087.00
Niche-12"	\$ 173.00	\$ 690.00	\$ 178.00	\$ 711.00	\$ 183.00	\$ 732.00	\$ 188.00	\$ 754.00	\$ 194.00	\$ 777.00
Non-Resident										
Niche - 16" - Rivercrest Cemetery Only	\$ 362.00	\$ 1,448.00	\$ 373.00	\$ 1,491.00	\$ 384.00	\$ 1,536.00	\$ 396.00	\$ 1,582.00	\$ 408.00	\$ 1,629.00
Niche-12"	\$ 259.00	\$ 1,034.00	\$ 267.00	\$ 1,065.00	\$ 275.00	\$ 1,097.00	\$ 283.00	\$ 1,130.00	\$ 291.00	\$ 1,164.00
Installation/Removal Memorial Tablet										
Initial Installation	\$ 47.00	\$ 186.00	\$ 48.00	\$ 192.00	\$ 49.00	\$ 198.00	\$ 50.00	\$ 204.00	\$ 52.00	\$ 210.00
Removal / Replacement										
Single - Remove / Replace		\$ 76.00		\$ 78.00		\$ 80.00		\$ 82.00		\$ 84.00
Double - Remove / Replace		\$ 152.00		\$ 157.00		\$ 162.00		\$ 167.00		\$ 172.00
Triple - Remove / Replace		\$ 347.00		\$ 357.00		\$ 368.00		\$ 379.00		\$ 390.00
Other		Actual Cost		Actual Cost		Actual Cost		Actual Cost		Actual Cost
<u>Memorial Wall</u>										
Installation of Memorial Plaque		\$ 104.00		\$ 107.00		\$ 110.00		\$ 113.00		\$ 116.00
Resident/ Former Resident										
Large Plaque	\$ 87.00	\$ 347.00	\$ 90.00	\$ 357.00	\$ 93.00	\$ 368.00	\$ 96.00	\$ 379.00	\$ 99.00	\$ 390.00
Small Plaque	\$ 52.00	\$ 208.00	\$ 54.00	\$ 214.00	\$ 56.00	\$ 220.00	\$ 58.00	\$ 227.00	\$ 60.00	\$ 234.00
Non-Resident										
Large Plaque	\$ 130.00	\$ 520.00	\$ 134.00	\$ 536.00	\$ 138.00	\$ 552.00	\$ 142.00	\$ 569.00	\$ 146.00	\$ 586.00
Small Plaque	\$ 78.00	\$ 312.00	\$ 80.00	\$ 321.00	\$ 82.00	\$ 331.00	\$ 84.00	\$ 341.00	\$ 87.00	\$ 351.00
<u>Sundry</u>										
Use of Greens		\$ 44.00		\$ 45.00		\$ 46.00		\$ 47.00		\$ 48.00
Use of Lowering Device		\$ 44.00		\$ 45.00		\$ 46.00		\$ 47.00		\$ 48.00
Transfer of License Fee		\$ 44.00		\$ 45.00		\$ 46.00		\$ 47.00		\$ 48.00
Late Arrival Fee		\$ 44.00		\$ 45.00		\$ 46.00		\$ 47.00		\$ 48.00
Installation of Floral Receptacle in concrete base beside headstone		\$ 231.00		\$ 238.00		\$ 245.00		\$ 252.00		\$ 260.00
<u>Fibreglass Liner</u>										
(A) Adult Size		\$ 574.00		\$ 591.00		\$ 609.00		\$ 627.00		\$ 646.00
(B) Infant Size		\$ 216.00		\$ 222.00		\$ 229.00		\$ 236.00		\$ 243.00
(C) Cremated Remains Size		\$ 104.00		\$ 107.00		\$ 110.00		\$ 113.00		\$ 116.00
<u>Exhumation</u>										
Actual Cost plus a fifteen (15) percent administration fee										

SCHEDULE "C" – ANIMAL CONTROL FEES

Dog Owner Licencing	2026	2027	2028	2029	2030
Per dog neutered or spayed	\$ 15.00	\$17.00	\$17.00	\$17.00	\$20.00
Per dog not neutered or spayed	\$ 30.00	\$32.00	\$32.00	\$32.00	\$35.00
Per dangerous dog	\$60.00	\$62.00	\$62.00	\$62.00	\$65.00
Dog licence transfer	\$ 5.00	\$7.00	\$7.00	\$7.00	\$10.00
Replacement tag	\$ 5.00	\$7.00	\$7.00	\$7.00	\$10.00
Urban Hen Owner Permitting					
Application permit fee	\$ 30.00	\$32.00	\$32.00	\$32.00	\$35.00
Annual permit renewal fee	\$ 15.00	\$17.00	\$17.00	\$17.00	\$20.00
Boarding Fees					
Dog per day	\$ 20.00	\$22.00	\$22.00	\$22.00	\$25.00
Dangerous dog per day	\$ 40.00	\$42.00	\$42.00	\$42.00	\$45.00
Cat per day	\$ 10.00	\$15.00	\$15.00	\$15.00	\$20.00
Urban hen per day	\$ 10.00	\$15.00	\$15.00	\$15.00	\$20.00
Farm animal per day	\$40.00	\$42.00	\$42.00	\$42.00	\$45.00
Other animal per day	\$40.00	\$42.00	\$42.00	\$42.00	\$45.00

All fees are subject to tax unless otherwise noted.

SCHEDULE “D” – TRAFFIC REGULATIONS

Impound and Towing Fees	2026	2027	2028	2029	2030
Towing fee	Actual cost of removal	Actual cost of removal	Actual cost of removal	Actual cost of removal	Actual cost of removal
Impound Storage Fees (District lot) (per day or part of a day for which the vehicle is impounded)	\$ 50.00	\$ 52.00	\$ 53.00	\$ 54.00	\$ 55.00
Impound Storage Fees (Commercial facility/tow yard) (the actual cost paid to a commercial storage facility or tow yard for each day, or part of a day for which the vehicle is impounded)	Actual cost	Actual cost	Actual cost	Actual cost	Actual cost
Administrative Fee (applies to both Towing and Impound)	15%	15%	15%	15%	15%

All fees are subject to tax unless otherwise noted.