

TOWN OF HIGH RIVER

IN THE PROVINCE OF ALBERTA

BYLAW 4635/2024 – RATE BYLAW (GENERAL)

**A BYLAW OF THE TOWN OF HIGH RIVER TO AUTHORIZE THE MUNICIPAL COUNCIL OF THE TOWN OF HIGH RIVER TO SET VARIOUS FEES, FINES, AND OTHER CHARGES.**

WHEREAS pursuant to the *Municipal Government Act R.S.A., c. M-26* and any amendments thereto is in force;

AND WHEREAS pursuant to Part 2 (Bylaws) of the *Municipal Government Act*, the Town is authorized to pass a bylaw to levy fees, fines, and other charges where applicable;

AND WHEREAS authority to levy fees, fines and other charges, where applicable, are found in bylaws as noted within each section of the attached schedules of this Bylaw;

AND WHEREAS all applicable fees, fines, and other charges are attached to this Bylaw;

AND WHEREAS an individual fee, fine, or other charge outlined in the attached schedules may, from time to time, be waived or modified by a resolution of Council.

NOW THEREFORE, the Town of High River Council, duly assembled, enacts as follows:

**PART I – PURPOSE, DEFINITIONS AND INTERPRETATION**

**Purpose**

1. The purpose of this Bylaw is to set various fees, fines, and other charges for the Town of High River for Community Support Services, Cemetery, Tax and Assessment, Legislative Services, and Protective Services.

**Short Title**

2. This Bylaw may be cited as the “2025 Rate Bylaw (General)”.

**Definitions**

3. Words used in this Bylaw have the same meaning as defined in the *Municipal Government Act*, with the following changes or additions:
  - (a) “**Act**” means the *Municipal Government Act, RSA 2000, c. M-26*, together with any amendments and Regulations made thereunder;
  - (b) “**Bylaw**” means Bylaw 4635/2024 also known as the 2025 Rate Bylaw (General);
  - (c) “**Chief Administrative Officer**” means the individual appointed to the position of the Chief Administrative Officer or his or her designate for the Town;
  - (d) “**Council**” means the governing body of the Town;
  - (e) “**Town**” means the municipal corporation of the Town of High River.

**Interpretation**

4. Headings and sub-headings in this Bylaw are included for convenience only and shall not be considered in interpreting the substantive content of this Bylaw.
5. The preamble paragraphs that precede the numbered paragraphs of this Bylaw are an integral and necessary part of this Bylaw and not a mere recital.

6. Every provision of this Bylaw is independent of all provisions and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
7. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, any other Town Bylaw, or any requirement of any lawful permit, order, or license.
8. References in this Bylaw to an act, statute, regulation, or other Bylaw refer to the current laws and legislation, as amended or replaced from time to time, including successor legislation.
9. This Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
10. The word "shall" is mandatory and not merely directory.

**PART II - GENERAL**


**Effective Date**

1. This Bylaw comes into effect on January 1, 2025.


**Repeals**

2. Council authorizes the removal of associated fees, fine, and other charges contained within this Bylaw from Bylaw 4612/2023, being the 2023 Rate Bylaw.


READ A FIRST TIME THIS 9<sup>th</sup> DAY OF December, 2024.

  
 \_\_\_\_\_  
 MAYOR/DEPUTY MAYOR  
 \_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICER


READ A SECOND TIME THIS 9<sup>th</sup> DAY OF December, 2024.

  
 \_\_\_\_\_  
 MAYOR/DEPUTY MAYOR  
 \_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 9<sup>th</sup> DAY OF December, 2024.

  
 \_\_\_\_\_  
 MAYOR/DEPUTY MAYOR  
 \_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICER

SIGNED AND PASSED THIS 9<sup>th</sup> DAY OF December, 2024.

  
 \_\_\_\_\_  
 MAYOR/DEPUTY MAYOR  
 \_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICER

## COMMUNITY SUPPORT SERVICES

rate effective JANUARY 1, 2025

	RATE	UNIT	GST
<b>COUNSELLING RATES</b>			
Counselling Fees - Sliding Scale counsellor/client determine rate based on income & circumstances	\$0.00 to \$90.00	per Session	Exempt
<b>AFFORDABLE HOUSING</b>			
Mundy Park			
1-Bedroom	\$680.00	per Month	Exempt
2-Bedroom	\$790.00	per Month	Exempt
3-Bedroom	\$910.00	per Month	Exempt
Prairie Sound			
2-Bedroom	\$965.00	per Month	Exempt
3-Bedroom	\$1,075.00	per Month	Exempt

# CEMETERY

rate effective JANUARY 1, 2025

FEES RELATED TO THE CEMETERY BYLAW	RESIDENT*	NON-RESIDENT	GST
<b>PLOT RATES</b>			
Standard Plot	\$1,000.00	\$1,400.00	Taxable
Cremation Plot	\$400.00	\$600.00	Taxable
<b>NICHE RATES</b>			
Sun Columbarium	\$1,500.00	\$2,200.00	Taxable
Spruce Columbarium	\$1,800.00	\$2,500.00	Taxable
Willow Columbarium	\$2,100.00	\$2,900.00	Taxable
TRANSFER of VACANT PLOT or NICHE	no fee	no fee	n/a
<b>INTERMENT/DISINTERMENT RATES</b>			
Standard Plot	\$650.00	\$650.00	Taxable
Cremation Plot	\$250.00	\$250.00	Taxable
Columbarium	\$400.00	\$400.00	Taxable
PLUS, if applicable, Opening and Closing taking place			
Weekend or Holiday - Saturday, Sunday or Statutory Holiday			
Standard Plot	\$525.00	\$525.00	Taxable
Cremation Plot	\$150.00	\$150.00	Taxable
Columbarium	\$400.00	\$400.00	Taxable
Winter Months - October through April	\$160.00	\$160.00	Taxable
Evening - Closing taking place after 4:00 pm	\$160.00	\$160.00	Taxable
<b>CEMETERY SERVICES</b>			
Exchange blank niche door for engraved	\$300.00	\$300.00	
Niche door replacement	cost recovery	cost recovery	

**\*RESIDENT**

Means a person residing within High River or Foothills County.

**NOTES:**

The Town requires 72 hours' (3 business days') notice from anyone intending to hold a memorial service for an Interment or Disinterment.  
A licensee may sell a plot or niche back to the Town for the original purchase price LESS cost to replace any previously engraved niche door.

## TAX and ASSESSMENT

rate effective JANUARY 1, 2025

	RATE	UNIT	GST
<b>TAX CERTIFICATE</b>			
Provides current levy, tax arrears/tax balance & legal description - manual	\$40.00		Exempt
Provides current levy, tax arrears/tax balance & legal description - online	\$25.00		Exempt
Request details of tax arrears	\$25.00		Exempt
<b>TAX NOTIFICATION ON PROPERTIES THAT HAVE FALLEN INTO TAX ARREARS</b>			
Registration fee	\$115.00		Taxable
Tax notification to third parties	\$30.00	per Notification	Taxable
Advertising - Alberta Gazette listing, local media advertising	cost recovery +		Taxable
PLUS Administration Fee	10%		Taxable
<b>STATEMENTS OF ASSESSED VALUES</b>			
Provides current assessed values and legal descriptions	\$35.00		Exempt
Request assessments by year	\$25.00		Exempt
Photocopy of the portion of legal plan containing the parcel	\$25.00		Exempt
<b>PROPERTY ASSESSMENT INFORMATION REQUESTS (Section 299/300)</b>			
Section 299/300, Residential property	\$50.00		Exempt
Section 299/300, Non-Residential or multi-family (three or more units) property	\$200.00		Exempt
<b>STATEMENT OF DESCRIPTION OF A PARCEL</b>			
As described in property tax record	\$35.00		Exempt
<b>ASSESSMENT RECORD PHOTOCOPY</b>			
Particulars of assessed value of parcel land and improvements	\$35.00		Exempt
Legal description of a municipal address	\$25.00		Exempt
<b>TRANSFER TO TAXES</b>			
Transfer accounts receivable balance to taxes	\$50.00		Exempt
<b>NSF FEE</b>			
NSF Fee	cost recovery	per NSF	Exempt

## LEGISLATIVE SERVICES

rate effective JANUARY 1, 2025

	RATE	UNIT	GST
<b>ASSESSMENT REVIEW BOARD APPEAL FEES</b>			
Residential - 3 or fewer dwellings and farm land	\$50.00	per Appeal	Exempt
Residential - 4 or more dwellings	\$650.00	per Appeal	Exempt
Non-residential	\$650.00	per Appeal	Exempt
Tax notices	\$30.00	per Notice	Exempt
Linear property - power generation	\$650.00	per Facility flat fee	Exempt
Linear property - other (per Linear Property Assessment Unit)	\$50.00	per Unit Identification on flat fee	Exempt
Equalized assessment	\$650.00	flat Fee	Exempt
<b>SUBDIVISION AND DEVELOPMENT APPEAL BOARD</b>			
Subdivision and Development Appeal Board Hearings	\$300.00	per Hearing	Exempt
<b>DISCLOSURE FEES</b>			
ROUTINE DISCLOSURE REQUESTS	no initial fee		n/a
<b>NOTE:</b>			
Other search and producing a copy of a record fees may apply. Estimate to be provided following Routine Disclosure Request.			Included
<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP) - BYLAW 4469/2016 - REQUESTS</b>			
<b>PERSONAL INFORMATION</b>	no initial fee		n/a
In accordance with items 3 to 6 of Schedule 2 of the <i>Freedom of Information and Protection of Privacy Regulation</i> , fees for producing a copy of a record that is the personal information of the applicant may be charged if the amount of the fees, as estimated by the public body, exceeds \$10	cost recovery		
<b>GENERAL, NON-PERSONAL INFORMATION</b>			
Initial fee when a non-continuing request is made	\$25.00		Included
Initial fee when a continuing request is made	\$50.00		Included
In addition to the initial fee, fees in accordance with Schedule 2 of the <i>Freedom of Information and Protection of Privacy Regulation</i> may be charged if the amount of the fees, as estimated by the public body, exceeds \$150	cost recovery		
<b>NOTE:</b>			
Fee allowances for Routine Disclosure and FOIP Requests are set under Section 93(1) of FOIP ACT and Section 9-14 and Schedule 2 of FOIP ACT Regulation (AR 186/2008).			
Please see attached appendix for the terms under which fees beyond the initial fee (if applicable) may be charged and a schedule of those fees.			
<b>MISCELLANEOUS FEES</b>			
Transcripts for Council meeting, public hearing, or appeal hearing	cost recovery		Included

## LEGISLATIVE SERVICES

rate effective JANUARY 1, 2025

APPENDIX - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	RATE	UNIT	GST
1. For searching for, locating and retrieving a record	\$6.75	per 1/4 hr.	Included
2. For producing a record from an electronic record:			
a) Computer processing and related charges	actual cost to public body		Included
b) Computer programming (to a maximum \$20.00 per 1/4 hr.)	actual cost to public body		Included
3. For producing a paper copy of a record:			
a) photocopies and computer printouts:			
i) black and white up to 8 1/2" x 14"	\$0.25	per page	Included
ii) other formats	\$0.50	per page	Included
b) from microfiche or microfilm	\$0.50	per page	Included
c) plans and blueprints	actual cost to public body		Included
4. For producing a copy of a record by duplication of the following media:			
a) microfiche and microfilm	actual cost to public body		Included
b) computer disks	\$5.00	per Disc	Included
c) computer tapes	actual cost to public body		Included
d) slides	\$2.00	per Slide	Included
e) audio and video tapes	actual cost to public body		Included
5. For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image:			
a) 4" x 6"	\$3.00	per Page	Included
b) 5" x 7"	\$6.00	per Page	Included
c) 8" x 10"	\$10.00	per Page	Included
d) 11" x 14"	\$20.00	per Page	Included
e) 16" x 20"	\$30.00	per Page	Included
6. For producing a copy of a record by any process or in any medium or format not listed above	actual cost to public body		
7. For preparing and handling a record for disclosure	\$6.75	per 1/4 hr.	Included
8. For supervising the examination of a record	\$6.75	per 1/4 hr.	Included
9. For shipping a record or a copy	actual cost to public body		Included

## PROTECTIVE SERVICES

rate effective JANUARY 1, 2025

FIRE	RATE	UNIT	GST
<b>FIREWORKS PROHIBITION and FINES</b>			
Permit to discharge fireworks	\$50.00		Exempt
<b>FIRE SERVICES</b>			
Letters of summary to lawyers and insurance companies for fire investigation, fire safety searches or environmental assessment searches	\$100.00	per Summary, Letter or Search Report	Taxable
Expert witness services - civil litigation	cost recovery		Taxable
Fire investigation services - in another municipality	\$250.00	per Incident	Taxable
PLUS fee after the 7th Hour	\$100.00	per Hour	Taxable
PLUS expenses for services or equipment necessary to complete the investigation	cost recovery		Taxable
Obstructing a member/Safety Codes Officer carrying out duties under this Bylaw	\$500 to \$2,500	per Incident	Exempt
Occupant load calculation and certification issuance	\$75.00	per Certificate	Taxable
Occupy licensed liquor establishment without occupant load certificate	\$250.00	per Certificate	Exempt
Occupant load certificate not displayed	\$75.00	per Incident	Exempt
Filling of SCBA cylinders	\$15.00	per Cylinder	Taxable
Filling of Cascade cylinders	\$100.00	per Cylinder	Taxable
<b>STANDBY or EMERGENCY RESPONSE OUTSIDE TOWN - NO MUTUAL AID AGREEMENT</b>			
Engine/Ladder/Rescue/Bush Truck	\$720.00	per Hour	Taxable
Command Vehicle	\$210.00	per Hour	Taxable
Air Boat	\$350.00	per Hour	Taxable
Side-by-Side	\$175.00	per Hour	Taxable

## PROTECTIVE SERVICES

rate effective JANUARY 1, 2025

BYLAW	RATE	UNIT	GST
<b>POLICING BYLAW OFFENCES and FINES</b>			
Criminal record check	\$35.00	per Check	Exempt
Criminal record check - for purpose of serving as a volunteer for a non-profit organization	Free		n/a
<b>REGULATE and CONTROL BURGLARY and ROBBERY ALARM SYSTEM</b>			
First Offence	Warning Letter		n/a
Second Offence	\$100.00		Exempt
Third Offence	\$200.00		Exempt
Fourth Offence - Summary Conviction	\$400.00 to \$2,500.00 +		Exempt
a fine of not less than \$400.00 and not more than \$2,500.00 plus costs; or	cost recovery		
for imprisonment for any period not exceeding six (6) months in the case of			
non-payment of the fine and costs imposed for such offence			
<i>NOTE: Prior fines or warning letters shall be deemed to have not occurred if a two- (2)</i>			
<i>year period has elapsed between the time of a previous warning letter or fine and</i>			
<i>a new alleged violation.</i>			
<b>ANIMAL CONTROL BYLAW OFFENSES and FINES</b>			
<b>LICENSE FEES</b>			
Male or female unaltered dogs	\$60.00		Exempt
Neutered male or spayed female dogs	\$30.00		Exempt
All unaltered dogs under the age of 3 months at the time of license purchase	\$30.00		Exempt
Service animal (as defined in Bylaw)	Free		n/a
Replacement license tag	\$10.00		Exempt
<i>NOTE: After July 1st of each year, the fee shall be calculated at 50% of the applicable</i>			
<i>fee (excluding Replacement license tag).</i>			