



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

**TITLE:** City of Cranbrook Fees and Charges Bylaw No. 4216, 2025 - Adopt

**PREPARED BY:** Melissa Wilhelm

**DEPARTMENT:** Finance

**PURPOSE:** To consider adoption of City of Cranbrook Fees and Charges Bylaw No. 4216, 2025.

## RECOMMENDATION BY STAFF

That Council adopt "City of Cranbrook Fees and Charges Bylaw No. 4216, 2025".

## BACKGROUND INFORMATION:

On November 3, 2025, Council gave three readings to City of Cranbrook Fees and Charges Bylaw No. 4216, 2025. The bylaw is now ready for adoption.

As part of the City's ongoing review of its policies and bylaws, the City of Cranbrook Fees and Charges Bylaw No. 3832, 2015, which establishes administrative fees and charges to cover costs associated with providing services and information to the public has been identified to be updated.

The following fees are proposed to be increased to reflect the actual costs to provide the services to the public:

### Schedule "A": Administrative Fees – General Services

1. Tax Certificate – fee increased from \$25 to \$35 to reflect the increased cost of staff time. The last increase was in 2019 from \$20 to \$25.
2. NSF Service Charges – fee increased from \$25 to \$30 to account for staff time in processing returned payments.
3. Credit Card Convenience Fee – removed wording "City Hall only" as this fee is charged throughout the corporation on all credit card transactions.
4. Current Tax Listing – this fee was charged to realtors to provide them the yearly property tax values on a CD. It is no longer necessary as this service is now offered online through our Property Tax App.
5. Property Roll Refund Fee and Tax Roll Fee – these fees are only charged to mortgage companies and the wording has been updated to reflect this.
6. Administrative Charge on Recoverable Work Fee 20% - this new fee is to account for staff time in tracking recoverable expenses and preparing invoices.

### Schedule "B": Administrative Fees – Police Services

1. Disclosure – fees increased from \$50 to \$65 to account for staff time as disclosure requests take an average of 60 minutes to complete.

2. Police Information Checks – fees increased from \$50 to \$55 to reflect the increased cost of staff time and to align with other larger municipalities in which fees range from \$55 - \$70. Types of Police Information Checks (previously called Criminal Record Checks) have been reduced to Employment or Other and Volunteer. It is not necessary to include the reasons for which a Police Information Check would be completed in the Bylaw.
3. Fingerprinting – fees increased from \$50 to \$55 to reflect the increased cost of staff time and to align with other larger municipalities in which fees range from \$35 - \$70.
4. Fingerprinting (per copy) – removed as it is not necessary.
5. Printed Photographs/Images – the option for printed items has been replaced with a \$0.25 per digital image plus \$10 per CD or USB.
6. Documents (photocopies and printouts) – this has been replaced with a \$1.00 per page charge for disclosure of documents greater than 60 pages (up to 60 pages is included in the \$65 Disclosure fee).
7. Other descriptions removed as they are now included under “Disclosure” in the updated Bylaw, including:
  - Narrative Reports
  - Copies of Motor Vehicle Accident Reports
  - Scale Diagrams
  - Police Investigation Reports
  - Reports for Court Orders
  - Court Order File Disclosures

Schedule “C” Parking Meter and Permit Fees shall be removed from this Bylaw and added to the Streets, Traffic and Parking Bylaw No. 4044, 2021.

Schedule “D” Services provided by the Engineering Department with regards to LIDAR DATA shall be renumbered as Schedule “C”.

Schedule “E” Sanitary Sewer Source Control Bylaw Fees shall be renumbered as Schedule “D”.

The proposed bylaw will repeal and replace the current Fees and Charges Bylaw No. 3832, 2015 and all amendments.

**ALTERNATIVE:**

That Council not adopt City of Cranbrook Fees and Charges Bylaw No. 4216, 2025.

**BUDGETARY IMPACT:**

It is expected that the proposed changes will increase revenues by an estimated \$15,130. Tax certificate and NSF revenue will increase an estimated \$9,630. Disclosure revenue will increase an estimated \$1,500. Police Information Checks and Fingerprinting will increase an estimated \$4,000.

**POLICY IMPLICATION:**

N/A

**STRATEGIC PLAN ALIGNMENT:**

Leadership and Organizational Excellence:

Provide the City with useful and current bylaw, policies, plans and committees

**ATTACHMENTS:**

[DRAFT Fees and Charges Bylaw No 4216 2025](#)

**Approved By:**

Charlotte Osborne, Director of Finance  
Marnie Dueck, City Clerk/Corporate Officer  
Mark Fercho, Chief Administrative Officer

**Status:**

Approved - 20 Nov 2025  
Approved - 20 Nov 2025  
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## FEES AND CHARGES BYLAW

A bylaw to provide for administrative fees and charges for the Corporation of the City of Cranbrook.

**WHEREAS** Section 194 of the *Community Charter* provides that Council may, by bylaw impose a fee payable in respect of all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

**AND WHEREAS** Council deems it necessary and desirable to exercise the authority provided to cover costs associated with providing services and information;

**NOW THEREFORE**, the Municipal Council of the Corporation of the City of Cranbrook, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "City of Cranbrook Fees and Charges Bylaw No. 4216, 2025."
2. The fees to be charged for the provision of copies of the list of electors, council minutes, bylaws, tax demand notices, maps, certificates of tax status, general services including but not limited to and other administrative documents, shall be as set out in Schedule "A" attached to and forming part of this bylaw.
3. The fees to be charged for the provision of police services including but not limited to police information checks, Canadian police certificates, fingerprinting, disclosures, digital photographs, CD's, USB's, audio tapes, and video recordings shall be as set out in Schedule "B" attached to and forming part of this bylaw.
4. The fees to be charged for the provision of LIDAR Data shall be as set out in Schedule "C" attached to and forming part of this bylaw.
5. The fees to be charges for sanitary sewer source control shall be a set out in Schedule "D" attached to and forming part of this bylaw.

- 7. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason deemed to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this bylaw.
  
- 8. THAT the "City of Cranbrook Fees and Charges Bylaw No. 3832, 2015" and any amendments are hereby repealed.

Read a first time this      day of                      , 2025.

Read a second time this      day of                      , 2025.

Read a third time this      day of                      , 2025.

Adopted this      day of                      , 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

SCHEDULE "A"  
(to accompany Bylaw No. 4216, 2025)

**ADMINISTRATIVE FEES — GENERAL SERVICES**

DESCRIPTION	FEE PLUS APPLICABLE TAXES
<b>List of Electors</b>	\$ 20.00
Council/Committee/Commission Minutes	\$ 0.50 per page
<b>Bylaws*</b> (*except Zoning, Official Community Plan and Subdivision and Development Servicing Bylaws)	\$ 0.50 per page (max. of \$15.00 per bylaw)
Bylaw Schedules larger than 11"x17"	\$ 10.00 per page
*Zoning Bylaw (including maps)	\$ 20.00
*Official Community Plan Bylaw (including maps)	\$ 30.00
*Subdivision and Development Servicing Bylaw	\$ 50.00
<b>Maps:</b>	
• 8.5" x 11"	\$ 1.00
• 8.5" x 14"	\$ 1.50
• 11" x 17"	\$ 2.00
• 18" x 24"	\$ 5.00
• 24" x 36"	\$ 10.00
• 36" x 48"	\$ 20.00
• 42" x 50"	\$ 30.00
<b>Tax Certificate:</b>	\$ 35.00
<b>Property Roll Refund Fee – Mortgage Companies</b> (per property)	\$ 25.00
<b>Tax Roll Fee – Mortgage Companies</b> (per folio)	\$ 10.00
<b>Credit Card Convenience Fee</b> (per Credit Card transaction)	2.4%
<b>Administrative Charge on Recoverable Work</b>	20%
<b>NSF Cheque Service Charge</b>	\$ 30.00

<b>Business Licence Information:</b>	
<ul style="list-style-type: none"> <li>• Photocopies and computer printouts (black and white)</li> <li>• Photocopies and computer printouts (color)</li> <li>• Complete list of licenced businesses</li> </ul>	<ul style="list-style-type: none"> <li>\$ 0.50 per page</li> <li>\$ 1.00 per page</li> <li>\$ 50.00</li> </ul>
<b>Building Permit Information:</b>	
<ul style="list-style-type: none"> <li>• Photocopies and computer printouts (black and white) <ul style="list-style-type: none"> <li>○ 8.5" x 11"</li> <li>○ 8.5" x 14"</li> <li>○ 11" x 17"</li> </ul> </li> <li>• Photocopies and computer printouts (color) <ul style="list-style-type: none"> <li>○ 8.5" x 11"</li> <li>○ 8.5" x 14"</li> <li>○ 11" x 17"</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>\$ 0.50 per page</li> <li>\$ 1.00 per page</li> <li>\$ 1.50 per page</li> <li>\$ 2.00 per page</li> </ul>
For larger documents see "Maps" above for applicable fee	
<b>Title Search</b>	\$ 20.00
<b>Documents/Images/Photos:</b>	
<ul style="list-style-type: none"> <li>• Photocopies and computer printouts (black and white) <ul style="list-style-type: none"> <li>○ 8.5" x 11"</li> <li>○ 8.5" x 14"</li> <li>○ 11" x 17"</li> </ul> </li> <li>• Photocopies and computer printouts (color) <ul style="list-style-type: none"> <li>○ 8.5" x 11"</li> <li>○ 8.5" x 14"</li> <li>○ 11" x 17"</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>\$ 0.50 per page</li> <li>\$ 1.00 per page</li> </ul>
For larger documents see "Maps" above for applicable fee	
Scanned copies delivered electronically	\$ 0.25 per page
CD/DVD of documents/images/photos	\$ 10.00 per CD
<ul style="list-style-type: none"> <li>○ plus each page or image or photo</li> </ul>	\$ 0.25 each
<b>General File Search - miscellaneous (including property taxes)</b>	
<ul style="list-style-type: none"> <li>• First half hour (minimum charge)</li> <li>• Per hour after first half hour</li> </ul>	<ul style="list-style-type: none"> <li>\$ 15.00</li> <li>\$ 25.00</li> </ul>

SCHEDULE "B"  
(to accompany Bylaw No. 4216, 2025)

**ADMINISTRATIVE FEES — POLICE SERVICES**

DESCRIPTION	FEE PLUS APPLICABLE TAXES
<b>Police Information Check</b> (Criminal Records Check): <ul style="list-style-type: none"> <li>• Employment or Other</li> <li>• Volunteer (with volunteer letter)</li> <li>• Copy of Police Information Check (at time of original police information request)</li> </ul>	\$ 55.00 \$ Nil \$ 5.00
<b>Canadian Police Certificate</b> (including Visa, Foreign, Travel/Work Permits)	\$ 55.00
<b>Fingerprinting</b> <i>(Does not include \$25 Receiver General Fee for digital fingerprints)</i>	\$ 55.00
<b>Disclosure</b> (up to 60 pages): <ul style="list-style-type: none"> <li>• Court Ordered Disclosure (File Copy)</li> <li>• Accident Report</li> <li>• Police Investigation Report</li> <li>• Other Disclosure</li> </ul> Disclosure in excess of 60 pages	\$ 65.00 \$ 65.00 \$ 65.00 \$ 65.00 \$1.00 per additional page
<b>Photographs/Images – Electronic</b> (copied to CD or USB): <ul style="list-style-type: none"> <li>• Photograph/Image</li> <li>• CD or USB</li> </ul>	\$ 0.25 each \$ 10.00
<b>Audio Tapes</b> (copied to CD/DVD)	\$ 30.00 per call
<b>Video Recordings</b> (copied to CD/DVD)	\$ 30.00 per video
<b>Shipping costs</b> for courier and postage other than regular mail	\$15.00 per shipment or actual cost (whichever is greater)

SCHEDULE "C"  
(to accompany Bylaw No. 4216, 2025)

**Services provided by the Engineering Department with regards to LIDAR DATA**

<b>SERVICES</b>	<b>SIZE</b>	<b>FEES PLUS APPLICABLE TAXES</b>
LIDAR Data	0 — 3.0 hectares	\$ 2,000.00 per ha
LIDAR Data	3.1 — 20.0 hectares	\$ 1,000.00 per ha
LIDAR Data	20.1 — 100.0 hectares	\$ 700.00 per ha
LIDAR Data	100.1 — 500 hectares	\$ 200.00 per ha
LIDAR Data	500.1 — 1000 hectares	\$ 30.00 per ha
LIDAR Data	1000.1 — 2000 hectares	\$ 16.00 per ha
LIDAR Data	2000.1 — 3000 hectares	\$ 13.00 per ha
LIDAR Data	3000.1 + hectares	\$ 11.00 per ha

SCHEDULE "D"  
(to accompany Bylaw No. 4216, 2025)

**SANITARY SEWER SOURCE CONTROL BYLAW FEES**

<b>DESCRIPTION</b>	<b>FEES PLUS APPLICABLE TAXES</b>
<b>Wastewater Discharge Permit – Application Fee</b>	\$500.00
<b>Wastewater Discharge Permit – Amendment</b>	\$250.00
<b>Wastewater Discharge Permit – Renewal</b>	\$100.00