

## FEES & CHARGES POLICY

**Policy Number:** C-3-2 (Amended)

**Resolution:** #035-2025-02-24

**Policy Review:** Yearly

**Policy Owner (Dept.):** Administration

**Effective Date:** April 1, 2025

**POLICY STATEMENT:** To establish the rate of fees and charges for programs, services and facilities where fees are not previously established by or attached to a bylaw.

**Recreation:**

1. Fairness:

- a) The Town strives to reduce barriers for youth, seniors, families, low income users, and non-profit organizations in setting specific fees and charges for participation while reducing the tax burden to residents.
- b) Rates and charges may be set for general admission, hourly rental, special events and equipment, as well as group rates. Rates may vary according to age, type of group, type of event, type of facility, day or time of the year.

2. Cost of Recovery: Where reasonable to do so, the Town will attempt to set fees on a cost recovery basis while recognizing that recreation facilities may require additional support through taxation.

3. Public Awareness: The Town will endeavor to keep area residents advised of the facilities and services available in and around Town and encourage full use of the facilities and programs. The Town will occasionally review and evaluate services and programming available and will try to facilitate access to new programs whether these are provided through the Town, by a private business or non-profit organization, or a partnership formed in combination of the above.

4. Funding Responsibilities: The Town recognizes its responsibility as the primary funding source for town-operated public recreation facilities through municipal taxes and user fees, supplemented where possible by grants, commercial sponsorship, voluntary fund raising, etc. The Town is committed to exploring funding partnerships in order to provide the best variety of programs possible.

**Waiver or reduction of Fees**

Council may consider the waiver or reduction of facility fees for non-profit organizations or charities according to approved policies, procedures and budgetary considerations.

Council will set the amount for waiver or reduction of fees as part of the annual budget process and a separate GL code will be established for that purpose.

Waiver or Reduction of Fee Applications will be reviewed bi-annually for spring/summer or fall/winter functions and decisions will be based on an established set of criteria including, but not limited to:

- a) The number of members residing in and around the Town of Beaverlodge;
- b) The primary purpose of the organization is the promotion of balanced, healthy, and active lifestyle including cultural, recreational and learning opportunities;
- c) The purpose of the fundraiser or event; and
- d) Additional sources of revenue including grant sources.

**Other Services**

- 1. Planning, development and subdivision rates shall be set so that associated staff costs are covered by the developer and are not a cost to the residents of the Town.
- 2. Public Works services such as sewer flusher truck or street sweeper shall be offered to neighboring municipalities but shall not be offered to private business.

Reviewed/Amended	Date: April 1, 2025
	
Gary Rycroft, Mayor	Jeff Johnston, Chief Administrative Officer

<b>Department</b>	<b>Service</b>	<b>Fees</b>		
<b>Administration</b>	Tax Certificate	\$40.00	Per Certificate	
	Rush Tax Certification	\$50.00	Per Certificate	
	Compliance Certification	\$40.00	Per Compliance	
	Rush Compliance Certification	\$50.00	Per Compliance	
	Property Search - Environmental	\$40.00	Per Property	
	Non-Sufficient Funds (NSF) Charge	\$50.00	Per Occurance	
	<b>Sign Leases on Town Property</b>			
	Temporary Signs	\$50.00	Per Application	
	Magnetic Signs	\$150.00	Per Year/Per Sign	
	Free Standing Signs up to max 4x8	\$150.00	Per Year/Per Sign	
	Free Standing Signs over 4x8	\$200.00	Per Year/Per Sign/Per Side	
	<b>Photocopying</b>			
	Color	\$0.50	Per Page	
	Black & White	\$0.25	Per Page	
	Bulk Orders	20% off	Per Total Count	
	Road Use Agreement	\$100.00	Per Year	
	<b>Camp Site</b>	<b>Full Service Sites (Power 30 Amp/Water/Sewer)</b>		
Online Reservation Fee		As set out by Campspot Reservations		
Daily Rate		\$50.00	Per Unit/Day	
Weekly Prepaid Rate		\$300.00	Per Unit/Week	
Monthly Prepaid Rate		\$1,000.00	Per Unit/Month	
<b>Power Only Sites (30 Amp)</b>				
Daily Rate		\$35.00	Per Unit/Day	
Weekly Prepaid Rate		\$200.00	Per Unit/Week	
Monthly Prepaid Rate		\$675.00	Per Unit/Month	
<b>Power Only Sites (15 Amp)</b>				
Daily Rate		\$25.00	Per Unit/Day	
Weekly Prepaid Rate		\$150.00	Per Unit/Week	
Monthly Prepaid Rate		\$500.00	Per Unit/Month	
<b>Tent on Grass/No Services</b>				
Daily Rate		\$20.00	Per Unit/Day	
Weekly Prepaid Rate	\$125.00	Per Unit/Week		
Monthly Prepaid Rate	\$425.00	Per Unit/Month		
<b>Sewer Dumping Fees</b>	\$5.00	Per Unit/Each		
<b>Split Firewood</b>	\$5.00	Per Wheelbarrel		

<b>Department</b>	<b>Service</b>	<b>Fees</b>	
<b>Planning &amp; Development</b>	<b>Subdivision Application (per application)</b>	\$300.00	/application
	Plus: i) Each Residential Parcel	\$200.00	/parcel
	ii) Each Non-Residential Parcel	\$250.00	/parcel
	<b>Subdivision Endorsement Fees</b>		
	i) Residential	\$225.00	/parcel
	ii) Industrial or Commercial	\$225.00	/parcel
	iii) Each parcel except above	\$225.00	/parcel
	iv) Time Extension	\$125.00	/application
	<b>Condominium Fees</b>		
	i) Application	\$225.00	/unit
	ii) Endorsement of Plan	\$175.00	/unit
	<b>Development Permits</b>		
	i) Single Family Residential	\$200.00	/permit
	ii) Multi-family Residential	\$400.00	/unit
	iii) Minor Home Occupation	\$50.00	/permit
	v) Commercial	\$500.00	/permit
	vi) Industrial	\$1,000.00	/permit
	vii) Signs	\$200.00	/permit
	ix) Variances	\$700.00	/permit
	x) Decks	\$125.00	/permit
	xiv) Communication Tower and Utilities	\$300.00	/permit
	xv) Surveyor's Certificate (Real Property Report/Compliance Certificate)	\$50.00	/review
<b>Demolition Permit</b>	Fee set out as per County of Grande Prairie Safety Code Inspections		
<b>Development Permit Penalty</b>	<b>If building commences before obtaining a development permit:</b>	<b>DOUBLE THE BUILDING PERMIT FEE</b>	
<b>Land Use Bylaw Amendment</b>			
	i) Land Use Bylaw Amendment	\$800.00	/application
	ii) Municipal Development Plan (new or amended)	\$2,500.00	/application
	iii) Area Structure Plan (new or amended)	\$4,000.00	/application
<b>Building Permits</b>	<b>All Permits, including Electrical, Plumbing &amp; Gas</b>		

<b>Department</b>	<b>Service</b>	<b>Fees</b>	
<b>Public Works</b>	Sweeper with Operator	\$300.00	Per Hour
	Vac Truck with Operator	\$300.00	Per Hour
	Mini-Sweeper with Operator	\$100.00	Per Hour
	Labour	\$50.00	Per Hr/Per Labourer
<b>Community Centre Rental</b>			
	Fitness Groups	\$25/per hour	Banquet Room Only
	Fitness Group Damage Deposit	\$125.00	Per Booking
	Kitchen Rental	\$30/per hour	Kitchen Only
	Event - Half Day (4 hours or less)	\$200.00	Banquet Room Only
	Event - Full Day (more than 4 hours)	\$300.00	Banquet Room Only
	Event - Half Day	\$250.00	Banquet Room Only
	Event - Full Day	\$500.00	Kitchen/Bar Included
	Event - Day Prior (starting at noon)	\$200.00	Kitchen/Bar Included
	Event - Day After (ending at noon)	\$200.00	Kitchen/Bar Included
	Event Package (includes Day Prior, Day After, w/PA & Projector)	\$950.00	Kitchen/Bar Included
	Damage Deposit (50% of Total Booking Fee) (Due at time of Booking)	\$250.00	Per Event
<b>ANY EVENT</b>	PA/Projector/Microphones/Cables	\$100.00	Per Event
	Kitchen/Bar	\$150.00	Per Event
	Setup/Take Down (tables/chairs/stage)	\$200.00	Per Event
	Damage Deposit (CC Only/Refundable)	\$250.00	Per Event
	Booking Deposit ( <b>Due at time of booking</b> )	50% of booking fee	Per Event
	Key/Fob Replacement (\$50 from Damage Deposit)	\$50.00	Per Event
	Cleaning Fee - Event Clean Up by Town Staff	\$50.00	Per Hour

<b>Department</b>	<b>Service</b>	<b>Fees</b>	
<b>St. Mary Gym/Kitchen</b>	Fitness Groups	\$50/per hour	Gym Only
	Non-Profit Groups	\$25/per hour	Gym Only
	Kitchen Rental	\$40/per hour	Kitchen Only
	Event - Half Day (4 hours or less)	\$300.00	Gym Only
	Event - Full Day (more than 4 hours)	\$500.00	Gym Only
	Event - Half Day	\$350.00	Gym & Kitchen
	Event - Full Day	\$600.00	Gym & Kitchen
	Event - Day Prior (starting at noon)	\$300.00	
	Event - Day After (ending at noon)	\$300.00	
	Event Package (includes from 12(noon) Day Prior & 12(noon) Day After)	\$1,250.00	Gym & Kitchen
	Damage Deposit (50% of Total Booking Fee) (Due at time of Booking)	\$300.00	Per Event
	Key/Key Fob Replacement	\$50.00	
	Cleaning Fee	\$50/per hour	
	PA/Projector/Micorphone/Cables	\$100.00	
	Pipe & Drape	\$10.00	Per Section
	Bar & Rolling Cooler	\$100.00	Per Event
<b>Multi-Purpose Room</b>	Full Room - Hourly	\$25.00	Per Hour
	Full Room - Full Day (more than 4 hours)	\$180.00	Per time block
	Half Room - Hourly	\$20.00	Per Hour
	Half Room - Full Day (more than 4 hours)	\$140.00	Per time block
	MPR Damage Deposit (Refundable)	\$50.00	Per Event
	MPR Full Room for Fitness & Other Classes	\$25.00	Per Hour
	Projector (portable) w/\$50.00 Damage Deposit (If available)	\$75.00	Per Event

<b>Department</b>	<b>Service</b>	<b>Fees</b>	
	Booking Deposit ( <b>Due at time of booking</b> )	50% of Total booking fee	Per Event
<b>Pool</b>	Private Group (max 40 people)	\$150.00	Per Hour
	School Group	\$75.00	Per Hour
	Wibit Rental (max. 40 people)	\$210.00	Per Hour
	Per Lane Rental	\$30.00	Per Hour/Per Lane
	Extra Lifeguard Fee	\$50.00	Per Hour Per Extra Lifeguard
<b>Equipment Rental</b>	Paddle Boards	\$10.00	Each
	Kayaks	\$10.00	Each
	Water Polo Nets and Ball	\$10.00	Each
	Large Tub	\$5.00	Each
<b>Certified Instructors</b>	Aqua-fit Class with Certified Instructor	\$25.00	Plus Pool Rental
	Float-fit Class with Instructor	\$25.00	Plus Pool Rental
<b>Damage Deposit</b>	Pool Damage Deposit (Refundable)	\$50.00	Per Event
	Pool Booking Deposit ( <b>Due at time of booking</b> )	50% of Total booking fee	Per Event
<b>Pool Party Rental</b>	<b>1 hr Public Swim/1 hr MPR</b>	<b>10 kids and 3 adults.</b> For every child 7 & under 1 adult is required to be within arms reach during public swim	
	Pool Party with Full Room	\$115.00	Per Party
	Pool Party with Half Room	\$85.00	Per Party
<b>Arena Rental</b>			
	Minor Hockey - Prime Time	\$125.00	Per Hour
	Minor Hockey - Non-Prime Time	\$110.00	Per Hour
	Beaverlodge Junior Blades	\$150.00	Per Hour
	Adult Hockey	\$175.00	Per Hour
	Skating Club	\$125.00	Per Hour
	Private Rental - Prime Time	\$140.00	Per Hour
	Private Rental - Non-Prime Time	\$110.00	Per Hour
	Schools	\$65.00	Per Hour
	Refundable Booking Fee	\$50.00	Per Booking

Prime Time Ice is September through March

Weekdays 4:00pm - 11:00pm

Weekends 8:00am - 10:00pm