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**TOWN OF HIGH LEVEL  
2020 FEES BYLAW - AMENDED  
BYLAW NO. 998-19**

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**A BYLAW TO ESTABLISH THE FEES, RATES, CHARGES, AND PENALTIES FOR SERVICES PROVIDED BY THE MUNICIPALITY IN 2020**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; AND

**WHEREAS** the Act provides that a municipality may pass a bylaw for the establishment of fees for licences, permits, and approvals as established by Council; AND

**WHEREAS** the *Freedom of Information and Protection of Privacy Act*, as amended, states that a municipality must make certain information available to the public and that the Council may pass a bylaw to establish fees for the provision of the information; AND

**WHEREAS** the Council of the Town of High Level, in the Province of Alberta, deems it expedient to consolidate the fees, rates, and charges for various municipal services.

**NOW THEREFORE** the Council of the Town of High Level, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT a Fee Schedule for the fees, rates, charges, and penalties of the Town of High Level be established and amended when required by Council resolution.
2. THAT Council may consider setting or permitting special rates for special circumstances, special items, and individual agreements with outside parties or for any items not covered in the Fee Schedule. Resolution of Council may set such fees.
3. THAT in the event this Bylaw conflicts with another existing bylaw, this Bylaw shall have paramountcy.
4. THAT Bylaw 889-09 is hereby repealed.

5. THAT this Bylaw comes into full force and effect on January 1, 2020.

READ A FIRST TIME this 25th day of November 2019.

READ A SECOND TIME this 9th day of December 2019.

READ A THIRD TIME this 9th day of December 2019.

SIGNED AND PASSED this 13th day of December 2019

[Original signed by Crystal McAteer]

\_\_\_\_\_  
Mayor

[Original signed by Sandra Beaton]

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Municipal Secretary

**TOWN OF HIGH LEVEL  
SCHEDULE OF FEES TABLE**

Schedule	Description
A	Freedom of Information and Protection of Privacy Act
B	Airport
C	Development
D	Community Services – Aquatic Centre
E	Community Services – Sports Complex
F	Community Services – Family and Community Support Services (FCSS) and Community Programming (including Museum and Visitor Information Centre)
G	Utility
H	Community Enforcement Services
I	Fire Response Investigation and Inspections
J	Equipment and Operators
K	Administration
L	Business Licenses
M	Cemetery

The fees, rates, and charges contained in the attached Schedules “A” to “M” inclusive are subject to the applicable taxes where appropriate. Fees included in the schedule do not include GST unless otherwise specified.

**TOWN OF HIGH LEVEL  
SCHEDULE "A"  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Item	Fee
Locating and retrieving a record	\$6.75 per ¼ hour
Producing a record from an electronic record	\$6.75 per ¼ hour
Computer processing and related charges	Actual cost to public
Preparing and handling a record for disclosure	\$6.75 per ¼ hour
Supervising the examination of a record	\$6.75 per ¼ hour
Shipping a record or copy	Actual cost to public
Copying a record: a. Photocopies b. Computer disks (CD) c. Other media not listed above	\$0.25 per page \$ 10.00 per disk Actual cost to public

**TOWN OF HIGH LEVEL  
SCHEDULE "B"  
AIRPORT**

All aircraft related fees are applied on the conclusion (arrival) of a flight. The primary source of information for billing purposes is the NavCanada Aircraft Movement Statistics.

Airport Improvement Fees, Landing Fees, and Terminal Fees do not apply to training or maintenance flights and aircraft with a Maximum Takeoff Weight (MTOW) of 2,000kg or less.

Airport Improvement Fees (AIF)

AIF applies to non-scheduled fixed wing aircraft landings within the boundary of the High Level Airport. The fee is based on number of passenger seats the aircraft is certified for as detailed on the below chart.

Aircraft Size	Fee
0 – 4 Seats	\$20.00
5 – 10 Seats	\$45.00
11 – 15 Seats	\$70.00
16 – 25 Seats	\$150.00
26 – 45 Seats	\$220.00
Over 45 Seats	\$450.00
All Helicopters	\$20.00

Landing Fees

Landing fees are based on MTOW. They apply to non-scheduled fixed wing and rotary landings within the boundary of the High Level Airport, including leased lands.

MTOW	Fee
2,001 to 21,000 kg	\$5.09 per 1,000 kg
21,001 to 45,000 kg	\$6.41 per 1,000 kg
Greater than 45,000 kg	\$7.56 per 1,000 kg
All Helicopters	\$10.00

Terminal Fees

Terminal fees are applied to non-scheduled aircrafts, including apron use.

Passenger Seating Capacity	\$3.00 per seat
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Note: Tenants with aircraft based at the High Level Airport receive a 70% reduction in the Airport Improvement Fee, Landing Fees, and Terminal Fees.

Other Fees

Item	Fee
Airside Vehicle Operating Permit Application	\$50.00

**TOWN OF HIGH LEVEL  
SCHEDULE "B" - CONTINUED  
AIRPORT**

Scheduled Aircraft Fees

Item	Fee
Terminal fee	\$ 10.00 per enplaned and deplaned passenger
Landing fee	\$ 4.00 per 1,000 kg MTOW
Airport Improvement Fee (AIF)	\$45.00 per landing (flat fee)

Aircraft Parking Fees

Item	Fee
Tie-down parking	
<1,000 kg	\$ 300.00 per year
1,000 – 2,000 kg	\$324.00 per year
>2,000 kg	\$348.00 per year
All	\$5.00 per day
Aircraft parking only	
<2,001 kg	\$ 10.00 per day
2,001 – 5,000 kg	\$ 10.00 per day
5,001 – 10,000 kg	\$ 15.00 per day
10,001 – 30,000 kg	\$20.00 per day
30,001 – 45,000 kg	\$25.00 per day
45,001 – 60,000 kg	\$40.00 per day
60,001 – 100,000 kg	\$60.00 per day
100,001 – 200,000 kg	\$85.00 per day
200,001 – 300,000 kg	\$ 100.00 per day
>300,000 kg	\$ 150.00 per day
Vehicle parking - without power	\$5.00 per day \$30.00 per week \$350.00 per year
Vehicle parking - with power	\$ 10.00 per day \$60.00 per week \$600.00 per year

Lease Rates - Annual

Item	Fee
Land	
Airside	\$2.00 per m <sup>2</sup>
Non-airside	\$3.00 per m <sup>2</sup>

Note: Airside means land leased for the purpose of airside operations such as an air service or aircraft refueling. Non-airside means land leased for the purpose of non-aeronautical purposes such as rental car or residential uses.

**TOWN OF HIGH LEVEL  
SCHEDULE "B" - CONTINUED  
AIRPORT**

Terminal Building Office

Item	Fee
Main floor	\$300.00 per m <sup>2</sup>
Basement floor	\$200.00 per m <sup>2</sup>
Ticket counters	\$300.00 per m <sup>2</sup>
Industry/cargo	\$300.00 per m <sup>2</sup>
Rental car kiosk	\$400.00 per m <sup>2</sup>
Vending machine space	\$200.00 each per year
Connection/cart	\$500.00 per year
House A	\$750.00 per month
House B	\$1,000.00 per month

Signage/Advertising Space

Item	Fee
Airport digital sign (10 second slot maximum)	\$35.00 per month \$200.00 per six months \$350.00 per year
Private digital sign (sub-leasing not permitted)	\$500.00 per year
Baggage belt (stick on)	\$275.00 per year
Baggage belt area (60 cm x 90 cm maximum)	\$300.00 per year
Wall area (60 cm x 90 cm maximum)	\$300.00 per year

Signage and advertising requests are at the Town's discretion. The Town shall determine the location of signage. Sign content is subject to Town approval.

Other Fees

Item	Fee
Fuel flowage fee	\$0.05 per L Av gas \$0.05 per L jet fuel \$0.05 per L oil/lubricants
Mobile refueler registration	\$0.05 per kg per gross vehicle weight
Pavement sweeping	SEE SCHEDULE J
Snow removal	SEE SCHEDULE J
Loader	SEE SCHEDULE J
After hours callout fee	\$150.00 per hour

Ministry of Agriculture and Forestry Lease and Fees

Negotiated separately

**TOWN OF HIGH LEVEL  
SCHEDULE "C"  
DEVELOPMENT**

Development Permits

Item	Fee
R-1, R-2 zoning	\$80.00
C-1, C-2, C-3 zoning	\$200.00
R-4 zoning	\$65.00
IND zoning	\$200.00
CU, P zoning	\$200.00
R-3 zoning	\$155.00
DC zoning	\$300.00
A, R zoning	\$65.00
Change of/additional use	\$80.00
Boulevard landscaping application	As per district
Home occupations	\$55.00
Signs	\$35.00
Variance requests	\$100.00
Temporary permits	\$45.00
Development agreements	\$500.00
Special events	\$50.00
Re-locatable industrial accommodations	\$100.00 +1,250.00 deposit
Downtown commercial parking fee	\$1,500.00 per required stall if not provided on-site
Development started without permit	Fee doubled
Development deposit*	\$5,000.00
Land Titles document registration/discharge	\$25.00 per document

\*Development deposit required on any new residential, commercial, or industrial. Deposit will be returned upon satisfactory compliance to all conditions.



**TOWN OF HIGH LEVEL  
SCHEDULE "C" - CONTINUED  
DEVELOPMENT**

BUILDING PERMIT FEE SCHEDULE	
Residential Installations	
Description	Permit Fee – not including Safety Codes Canada (SCC) levy*
New single family dwellings, additions	\$6.00 per \$1,000 of Project Value**
Relocation of a building (on crawlspace or basement)	\$0.35 per square foot of main floor
Relocation of a building (on piles or blocking only)	\$125.00
Garage, renovation, basement development (not at time of new home construction)	\$0.30 per square foot of developed area
Minimum residential building permit fee	\$125.00
Commercial, Industrial, Institutional	
Description	Permit Fee – not including SCC levy*
New, addition, renovation	\$6.00 per \$1,000 of Project Value**
Minimum building permit fee (including demolition permits)	\$250.00

\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.

\*\*Project Value is based on the actual cost of material and labour. Verification of cost may be requested prior to permit issuance.

Other Building Permit Fees

Item	Fee
Occupancy permit	Inclusive with permit fee
Requested inspections (minimum 2 hours)	\$125.00 per hour + travel costs for special trip
Work started without permit	Fee Doubled
Water and sewer connection permit	\$25.00
Water and sewer connection inspect	\$25.00
Heating and ventilation permit (semi-detached, duplex, four-plex, town house – 5 or less units)	\$45.00 per heating unit
Alteration to heating/vent units	\$45.00 per heating unit
All other heating or systems permits	
Less than 500,000 BTU units	\$120.00
500,000 BTU output or more	\$170.00
Mechanical exhaust system (e.g., restaurant hood, carbon monoxide, or spray booth)	\$75.00
Fire pit permit	\$10.00
Re-locatable industrial accommodations	\$125.00 per unit

**TOWN OF HIGH LEVEL  
SCHEDULE "C" - CONTINUED  
DEVELOPMENT**

ELECTRICAL PERMIT FEE SCHEDULE			
Single Family Dwellings, Additions			
Square Footage	Permit Fee	SCC Levy*	Total Fee
0 – 1,200	\$165.00	\$6.60	\$171.60
1,201 – 1,500	\$193.00	\$7.72	\$200.72
1,501 – 2,000	\$210.00	\$8.40	\$218.40
2,001 – 2,500	\$247.00	\$9.88	\$256.88
Over 2,500	\$247.00 plus \$0.10 per square foot		

\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.

HOMEOWNER PERMITS: Add \$100.00 when the installation cost is greater than \$500.00 (excluding connections)

Description	Permit Fee	SCC Levy*	Total Fee
Permanent service connection only	\$110.00	\$4.50	\$114.50
Temporary service for construction purposes	\$110.00	\$4.50	\$114.50

\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.

**TOWN OF HIGH LEVEL  
SCHEDULE "C" - CONTINUED  
DEVELOPMENT**

Installation Cost	Permit Fee	SCC Levy	Total Fee	Installation Cost	Permit Fee	SCC Levy*	Total Fee
0 - 500.00	\$82.50	\$4.50	\$87.00	38,001.01 - 39,000.00	\$412.50	\$16.50	\$429.00
500.01 - 1,000.00	\$93.50	\$4.50	\$98.00	39,001.01 - 40,000.00	\$418.00	\$16.72	\$434.72
1,000.01 - 1,500.00	\$104.50	\$4.50	\$109.00	40,001.01 - 41,000.00	\$429.00	\$17.16	\$446.16
1,500.01 - 2,000.00	\$110.00	\$4.50	\$114.50	41,001.01 - 42,000.00	\$440.00	\$17.60	\$457.60
2,000.01 - 2,500.00	\$115.50	\$4.62	\$120.12	42,001.01 - 43,000.00	\$451.00	\$18.04	\$469.04
2,500.01 - 3,000.00	\$121.00	\$4.84	\$125.84	43,001.01 - 44,000.00	\$462.00	\$18.48	\$480.48
3,000.01 - 3,500.00	\$126.50	\$5.06	\$131.56	44,001.01 - 45,000.00	\$473.00	\$18.92	\$491.92
3,500.01 - 4,000.00	\$137.50	\$5.50	\$143.00	45,001.01 - 46,000.00	\$489.50	\$19.58	\$509.08
4,000.01 - 4,500.00	\$148.50	\$5.94	\$154.44	46,001.01 - 47,000.00	\$506.00	\$20.24	\$526.24
4,500.01 - 5,000.00	\$159.50	\$6.38	\$165.88	47,001.01 - 48,000.00	\$522.50	\$20.90	\$543.40
5,000.01 - 5,500.00	\$165.00	\$6.60	\$171.60	48,001.01 - 49,000.00	\$539.00	\$21.56	\$560.56
5,500.01 - 6,000.00	\$176.00	\$7.04	\$183.04	49,001.01 - 50,000.00	\$555.50	\$22.22	\$577.72
6,000.01 - 6,500.00	\$187.00	\$7.48	\$194.48	50,001.01 - 60,000.00	\$572.00	\$22.88	\$594.88
6,500.01 - 7,000.00	\$198.00	\$7.92	\$205.92	60,001.01 - 70,000.00	\$588.50	\$23.54	\$612.04
7,000.01 - 7,500.00	\$203.50	\$8.14	\$211.64	70,001.01 - 80,000.00	\$605.00	\$24.20	\$629.20
7,500.01 - 8,000.00	\$209.00	\$8.36	\$217.36	80,001.01 - 90,000.00	\$665.50	\$26.62	\$692.12
8,000.01 - 8,500.00	\$214.50	\$8.58	\$223.08	90,001.01 - 100,000.00	\$726.00	\$29.04	\$755.04
8,500.01 - 9,000.00	\$220.00	\$8.80	\$228.80	100,001.01 - 110,000.00	\$753.50	\$30.14	\$783.64
9,000.01 - 9,500.00	\$225.50	\$9.02	\$234.52	110,001.01 - 120,000.00	\$781.00	\$31.24	\$812.24
9,500.01 - 10,000.00	\$231.00	\$9.24	\$240.24	120,001.01 - 130,000.00	\$808.50	\$32.34	\$840.84
10,000.01 - 11,000.00	\$236.50	\$9.46	\$245.96	130,001.01 - 140,000.00	\$852.50	\$34.10	\$886.60
11,000.01 - 12,000.00	\$242.00	\$9.68	\$251.68	140,001.01 - 150,000.00	\$891.00	\$35.64	\$926.64
12,000.01 - 13,000.00	\$247.50	\$9.90	\$257.40	150,001.01 - 160,000.00	\$924.00	\$36.96	\$960.96
13,000.01 - 14,000.00	\$258.50	\$10.34	\$268.84	160,001.01 - 170,000.00	\$968.00	\$38.72	\$1,006.72
14,000.01 - 15,000.00	\$264.00	\$10.56	\$274.56	170,001.01 - 180,000.00	\$1,006.50	\$40.26	\$1,046.76
15,000.01 - 16,000.00	\$269.50	\$10.78	\$280.28	180,001.01 - 190,000.00	\$1,045.00	\$41.80	\$1,086.80
16,000.01 - 17,000.00	\$275.00	\$11.00	\$286.00	190,001.01 - 200,000.00	\$1,078.00	\$43.12	\$1,121.12
17,000.01 - 18,000.00	\$280.50	\$11.22	\$291.72	200,001.01 - 210,000.00	\$1,127.50	\$45.10	\$1,172.60
18,000.01 - 19,000.00	\$286.00	\$11.44	\$297.44	210,001.01 - 220,000.00	\$1,160.50	\$46.42	\$1,206.92
19,000.01 - 20,000.00	\$291.50	\$11.66	\$303.16	220,001.01 - 230,000.00	\$1,199.00	\$47.96	\$1,246.96
20,000.01 - 21,000.00	\$297.00	\$11.88	\$308.88	230,001.01 - 240,000.00	\$1,243.00	\$49.72	\$1,292.72
21,000.01 - 22,000.00	\$302.50	\$12.10	\$314.60	240,001.01 - 250,000.00	\$1,287.00	\$51.48	\$1,338.48
22,000.01 - 23,000.00	\$308.00	\$12.32	\$320.32	250,001.01 - 300,000.00	\$1,402.50	\$56.10	\$1,458.60
23,000.01 - 24,000.00	\$319.00	\$12.76	\$331.76	300,001.01 - 350,000.00	\$1,573.00	\$62.92	\$1,635.92
24,000.01 - 25,000.00	\$324.50	\$12.98	\$337.48	350,001.01 - 400,000.00	\$1,677.50	\$67.10	\$1,744.60
25,000.01 - 26,000.00	\$330.00	\$13.20	\$343.20	400,001.01 - 450,000.00	\$1,798.50	\$71.94	\$1,870.44
26,000.01 - 27,000.00	\$341.00	\$13.64	\$354.64	450,001.01 - 500,000.00	\$1,925.00	\$77.00	\$2,002.00
27,000.01 - 28,000.00	\$352.00	\$14.08	\$366.08	500,001.01 - 550,000.00	\$2,062.50	\$82.50	\$2,145.00
28,000.01 - 29,000.00	\$363.00	\$14.52	\$377.52	550,001.01 - 600,000.00	\$2,189.00	\$87.56	\$2,276.56
29,000.01 - 30,000.00	\$368.50	\$14.74	\$383.24	600,001.01 - 650,000.00	\$2,337.50	\$93.50	\$2,431.00
30,000.01 - 31,000.00	\$374.00	\$14.96	\$388.96	650,001.01 - 700,000.00	\$2,458.50	\$98.34	\$2,556.84
31,000.01 - 32,000.00	\$379.50	\$15.18	\$394.68	700,001.01 - 750,000.00	\$2,596.00	\$103.84	\$2,699.84
32,000.01 - 33,000.00	\$385.00	\$15.40	\$400.40	750,001.01 - 800,000.00	\$2,722.50	\$108.90	\$2,831.40
33,000.01 - 34,000.00	\$390.50	\$15.62	\$406.12	800,001.01 - 850,000.00	\$2,849.00	\$113.96	\$2,962.96
34,000.01 - 35,000.00	\$396.00	\$15.84	\$411.84	850,001.01 - 900,000.00	\$2,997.50	\$119.90	\$3,117.40
35,000.01 - 36,000.00	\$401.50	\$16.06	\$417.56	900,001.01 - 950,000.00	\$3,135.00	\$125.40	\$3,260.40
36,000.01 - 37,000.00	\$407.00	\$16.28	\$423.28	950,001.01 - 1,000,000	\$3,300.00	\$132.00	\$3,432.00
37,000.01 - 38,000.00	\$412.50	\$16.50	\$429.00				

For projects over \$1,000,000 divide the total installation cost by \$1,000 and then times by 3.300 plus SC Levy

\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.

HOMEOWNER PERMITS: Add \$100.00 when the installation cost is greater than \$500.00

**TOWN OF HIGH LEVEL  
SCHEDULE "C" - CONTINUED  
DEVELOPMENT**

ANNUAL ELECTRICAL PERMITS			
Description	Permit Fee	SCC Levy*	Total Fee
Annual Electrical Maintenance	\$440.00	\$17.60	\$457.60

\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.

PLUMBING PERMIT FEE SCHEDULE			
Residential and Non-Residential Installations			
Number of Fixtures	Permit Fee	SCC Levy*	Total Fee
1	\$82.50	\$4.50	\$87.00
2	\$88.00	\$4.50	\$92.50
3	\$93.50	\$4.50	\$98.00
4	\$99.00	\$4.50	\$103.50
5	\$104.50	\$4.50	\$109.00
6	\$110.00	\$4.50	\$114.50
7	\$115.50	\$4.62	\$120.12
8	\$121.00	\$4.84	\$125.84
9	\$126.50	\$5.06	\$131.56
10	\$137.50	\$5.50	\$143.00
11	\$148.50	\$5.94	\$154.44
12	\$159.50	\$6.38	\$165.88
13	\$165.00	\$6.60	\$171.60
14	\$176.00	\$7.04	\$183.04
15	\$187.00	\$7.48	\$194.48
16	\$198.00	\$7.92	\$205.92
17	\$209.00	\$8.36	\$217.36
18	\$220.00	\$8.80	\$228.80
19	\$231.00	\$9.24	\$240.24
20	\$242.00	\$9.68	\$251.68
21	\$253.00	\$10.12	\$263.12
22	\$264.00	\$10.56	\$274.56
23	\$275.00	\$11.00	\$286.00
24	\$286.00	\$11.44	\$297.44
25	\$297.00	\$11.88	\$308.88

\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.

Add \$10.00 for each fixture over 20

HOMEOWNER PERMITS: Add \$100.00 when the number of fixtures is greater than 5.

**TOWN OF HIGH LEVEL  
SCHEDULE "C" - CONTINUED  
DEVELOPMENT**

GAS PERMIT FEE SCHEDULE			
Residential Installations			
Number of Outlets	Permit Fee	SCC Levy*	Total Fee
1	\$82.50	\$4.50	\$87.00
2	\$99.00	\$4.50	\$103.50
3	\$115.50	\$4.62	\$120.12
4	\$132.00	\$5.28	\$137.28
5	\$148.50	\$5.94	\$154.44
6	\$165.00	\$6.60	\$171.60
7	\$181.50	\$7.26	\$188.76
8	\$198.00	\$7.92	\$205.92
9	\$214.50	\$8.58	\$223.08
10	\$231.00	\$9.24	\$240.24
Over 10	\$231.00 plus \$15.00 per outlet over 10		
Other			
Description	Permit Fee	SCC Levy*	Total Fee
Propane tank set only (does not include connection to appliance)	\$82.50	\$4.50	\$87.00
Temporary heat	\$82.50	\$4.50	\$87.00
Commercial, Industrial, Institutional			
BTU Input	Permit Fee	SCC Levy*	Total Fee
0 to 250,000	\$137.50	\$5.50	\$143.00
250,001 to 500,000	\$192.50	\$7.70	\$200.20
500,001 to 1,000,000	\$247.50	\$9.90	\$257.40
Over 1,000,000	\$247.00 plus \$5.00 per 100,000 (or portion of) over 1,000,000 BTU		
Propane Tank Sets (does not include connection to appliance)			
Description of Work	Permit Fee	SCC Levy*	Total Fee
Tank Set	\$110.00	\$4.50	\$114.50
Propane Cylinder Refill Centre	\$155.00	\$6.20	\$161.20
Other			
Description of Work	Permit Fee	SCC Levy*	Total Fee
Secondary gas line only	\$82.50	\$4.50	\$87.00

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00.

**TOWN OF HIGH LEVEL  
SCHEDULE "C" - CONTINUED  
DEVELOPMENT**

Compliance Certificates

Item	Fee
Residential (R-1, R-2, and R-4)	\$55.00
Residential (R-3)	\$75.00
Commercial, industrial	\$100.00
Rush service (24 hours)	Double Fee
Historical land search/land file search/information request	\$50.00 per hour

Subdivision Fees

Item	Fee
Application fee	\$300.00
Fee per lot	\$100.00
Endorsement fee per lot	\$100.00
Condominium per unit	\$20.00

Appeal Fee

Item	Fee
Subdivision or development appeal	\$100.00

Documents

Item	Fee
Land Use Bylaw	\$35.00
Area Structure Plan	\$20.00
Municipal Development Plan	\$20.00
Engineering Standards	\$30.00

Amendments

Item	Fee
Land Use Bylaw	\$300.00
Area Structure Plan	\$500.00
Municipal Development Plan	\$500.00

Lease Rates - Annual

Item	Fee
Town-owned land (excluding Airport)	
Area less than or equal to 1,000 m <sup>2</sup>	\$5.00 per m <sup>2</sup>
Area greater than 1,000 m <sup>2</sup>	\$3.00 per m <sup>2</sup>

(Bylaw 1010-20)

**TOWN OF HIGH LEVEL  
SCHEDULE "C" - CONTINUED  
DEVELOPMENT**

Other

Item	Fee
All printed maps, drawing, and laminating	\$0.01 per inch <sup>2</sup>
Colour	
Larger than A0	\$17.00
A0 size (36" x 42")	\$15.00
A1 size (24" x 36")	\$12.00
B size (11" x 17")	\$4.00
Digital data	
Document scanning	\$60.00 per hour
Flash drives	\$15.00

Item	Fee
Poultry Permit	\$10.00 per hen

(Bylaw 1006-20)

**TOWN OF HIGH LEVEL  
SCHEDULE "D"  
COMMUNITY SERVICES - AQUATIC CENTRE**

Admission\*

	Drop-In	10 Punch	3 Month	6 Month	Annual
Infant (0 – 2 years)	FREE	FREE	FREE	FREE	FREE
Child (3 – 7 years)	\$1.75	\$15.75	\$56.90	\$91.00	\$136.50
Youth (8 – 17 years)	\$3.25	\$29.25	\$105.65	\$169.00	\$253.50
Adult (18 – 54 years)	\$5.50	\$49.50	\$178.75	\$286.00	\$429.00
Senior (55+ years)	\$3.25	\$29.25	\$105.65	\$169.00	\$253.50
Family (up to 5 members with 2 or less adults)	\$11.00	\$99.00	\$357.50	\$572.00	\$858.00
Adult Aqua-Fit	\$7.00	\$63.00	N/A	N/A	N/A
Youth/senior Aqua-Fit	\$4.75	\$42.75	N/A	N/A	N/A

\*Admission fees includes GST.

Rentals

Item	Fee
Private/school rental < 40 patrons	\$97.50 per hour
Every additional 20 patrons	\$32.50 per hour
Club rentals < 40 patrons	\$78.00 per hour
Every additional 20 patrons	\$26.00 per hour

Swimming Lessons

Item	Fee
Group lesson (30 minutes)	\$5.00 per lesson
Group lesson (45 minutes)	\$5.75 per lesson
Group lesson (60 minutes)	\$6.50 per lesson
Private lesson (30 minutes)	\$30.00 per lesson
Bronze Medallion	\$120.00
Bronze Cross	\$120.00
Bronze Medallion and Bronze Cross	\$200.00
National Life Saving	\$240.00
National Lifeguard recertification	\$60.00
Standard First Aid	\$120.00
Standard First Aid recertification	\$37.50
Water Safety instructor	\$240.00
Water Safety recertification	\$60.00
Swim to Survive (45 minute lesson)	\$4.50 per student
Swim at School (45 minutes lesson)	\$4.50 per student
Leadership (Bronze Cross, Bronze Medallion, First Aid, and Water Safety Instructor)	\$480.00 per student



**TOWN OF HIGH LEVEL  
SCHEDULE "E"  
COMMUNITY SERVICES - SPORTS COMPLEX**

Public Skating Admission\*

Item	Fee
Infant (0 – 2 years)	FREE
Child (3 – 7 years)	\$1.50
Youth (8 – 17 years)	\$2.50
Adult (18 – 54 years)	\$4.50
Seniors (55+ years)	\$2.50
Family (up to 5 members with 2 or less adults)	\$9.00
Adult shinny	\$6.00
Youth/senior shinny	\$4.25

\*Admission fees include GST.

Minor Sport Ice Rental

Item	Fee
Prime time (9 a.m. – 9 p.m.)	\$78.00 per hour
Non-prime time (9 p.m. – 11 p.m.)	\$62.50 per hour
Early morning (6 a.m. – 9 a.m.)	\$50.00 per hour

Adult Sports/Schools/ Private Ice Rentals

Item	Fee
Prime time (9 a.m. – 9 p.m.)	\$97.50 per hour
Non-prime time (9 p.m. – 11 p.m.)	\$78.00 per hour
Early morning (6 a.m. – 9 a.m.)	\$62.50 per hour

Arena Pad Rentals

Item	Fee
Hourly	\$55.50
Daily	\$555.00
Damage deposit	\$555.00

**TOWN OF HIGH LEVEL  
SCHEDULE "E" - CONTINUED  
COMMUNITY SERVICES - SPORTS COMPLEX**

Arena Hall Rentals

Item	Fee
Hourly	\$30.00
Daily	\$300.00
Damage deposit	\$300.00

Arena Signage (Signs Supplied by Advertiser)

Item	Fee
Board sign – approximately 3 x 8 feet	\$220.00 per year
Board sign – approximately 3 x 3 feet	\$165.00 per year
In ice sign centre ice – 25 x 10 feet maximum	\$1,200.00 per year
In ice sign other – 12 x 8 feet maximum	\$750.00 per year
Ice resurfacers sign	\$900.00 per year

Kitchen

Item	Fee
Monthly lease (Mid October – End March)	
Not for profit	\$600.00 minimum
For profit	\$750.00 minimum
Hourly	\$30.00
Daily	\$150.00

Curling Hall Rentals

Item	Fee
Hourly	\$30.00
Daily	\$300.00
Damage deposit	\$300.00

Curling Pad

Item	Fee
Hourly	\$30.00
Daily	\$300.00
Damage deposit	\$300.00

**TOWN OF HIGH LEVEL  
SCHEDULE "E" - CONTINUED  
COMMUNITY SERVICES - SPORTS COMPLEX**

Curling Club Lease (Mid October - End March)

Item	Fee
Lease	\$ 1,200 per month
Utilities	17% of Sports Complex per month

Ball Diamonds

\* If the season is disrupted, Administration can prorate fees at their discretion. (Bylaw 1010-20)

Item	Fee
Adult sports/rentals	
Per team	\$ 400.00
Tournament per game	\$ 30.00
Tournament per day per field	\$ 150.00
Minor sport/school rental	
Per team	\$ 160.00
Tournament per game	\$ 30.00
Tournament per day per field	\$ 150.00

**TOWN OF HIGH LEVEL  
SCHEDULE "F"  
COMMUNITY SERVICES – FCSS AND COMMUNITY PROGRAMMING  
(INCLUDING MUSEUM & VISITOR INFORMATION CENTRE)**

FCSS Programming

Item	Fee
Groovy Kids Club (6 – 10 years)	\$ 100.00 per month
Home Alone Safely	\$50.00
Red Cross Babysitting	\$50.00
Income Tax Program	FREE
Jack n' Jill gym time	FREE
Park n' Play	FREE

Program Room Rental

Item	Fee
Hourly	\$30.00
Daily	\$300.00
Damage deposit	\$300.00

Recreation

Item	Fee
PD Day programming	\$30.00 per day
Week camp	\$ 120.00 per week
Special Activity week camp	\$ 150.00 per week

Instructed Active Program (e.g., curling, basketball, indoor soccer)

Item	Fee
Adult	
30 minute lesson	\$5.00
45 minute lesson	\$5.75
60 minute lesson	\$6.50
90 minute lesson	\$7.25
Youth	
30 minute lesson	\$4.00
45 minute lesson	\$4.75
60 minute lesson	\$5.50
90 minute lesson	\$6.25

Other

Item	Fee
Event tables	\$25.00 per table
Special programs	Cost recovery

**TOWN OF HIGH LEVEL  
SCHEDULE "G"  
UTILITY**

Water/Sewer Standard Rates

Item	Fee
Residential water distribution fee	\$22.50 per month
Residential sewer collection fee	\$7.50 per month
Commercial water distribution fee	\$52.50 per month
Commercial sewer collection fee	\$17.50 per month
Footner line water distribution fee	\$35.00 per month
Water consumption up to 100 m <sup>3</sup> – residential, commercial, and Footner line	\$1.89 per m <sup>3</sup>
Water consumption exceeding 100 m <sup>3</sup> – residential, commercial, and Footner line	\$2.46 per m <sup>3</sup>
Sewer treatment up to 100 m <sup>3</sup> – residential and commercial	\$0.63 per m <sup>3</sup>
Sewer treatment exceeding 100 m <sup>3</sup> – residential and commercial	\$0.82 per m <sup>3</sup>

Other Water/Sewer Fees

Item	Fee
Application (new/transfer account)	\$25.00
CC turn on (connection)	\$50.00
CC turn off (disconnection)	\$50.00
Disconnection for non-payment	\$50.00
Delivery of disconnection notice	\$25.00
Urgent response call out	\$100.00 +\$60.00 per hour per employee
Reconnection fee	100.00
Water meter replacement	At cost to Public
Waste collection fee*	\$15.75 per month

\*This fee includes weekly curbside pickup and tipping and a monthly voucher for up to a maximum of 250 kg. It does not include white goods (user pay only).

Lagoon

Item	Fee
Single axle per use	\$25.00
Double axle per use	\$50.00
Larger units per use	\$100.00

Bulk Water

Item	Fee
Bulk water – rural	\$3.50 per m <sup>3</sup>
Bulk water – Town (no water main)	\$1.92 per m <sup>3</sup>

**TOWN OF HIGH LEVEL  
SCHEDULE "H"  
COMMUNITY ENFORCEMENT SERVICES**

Dog Control

Item	Fee
Spayed or neutered dog (up to 3 dogs)	\$ 10.00 per year per dog
Unaltered dog	\$ 30.00 per year per dog
Fourth dog	\$ 100.00 per year
New owners/residents after August 1	½ of fee
Special care dog	No charge
Replacement tag for lost tag	\$ 1.00
Dangerous dog licence	\$ 250.00
Kennel licence	\$ 50.00
Impoundment	\$ 50.00
Transport fee	\$ 30.00
Dangerous dog impoundment	\$ 100.00
Care and sustenance – per day*	
Less than 23 kg	\$ 15.00
23 kg or greater	\$ 30.00
Euthanization	\$ 250.00
After hours call out for dog control	\$ 100.00 + \$ 60.00 per hour per employee

\*Per day or portion thereof

Charge Out Rates

Item	Fee
Community peace officer with patrol vehicle	\$ 85.00 per hour

**TOWN OF HIGH LEVEL  
SCHEDULE "I"  
FIRE RESPONSE INVESTIGATION AND INSPECTIONS**

Item	Fee
Expert witness services - civil litigation	\$200.00 per hour
Municipal fire investigation services	\$150 per incident with dollar loss + \$50.00 per hour after 5 hours + contracted expenses for services or equipment necessary to complete the investigation
Fire inspection services in Town	\$50.00 per hour
Fire inspection services out of Town	\$150.00 per hour + vehicle mileage as per Town Policy

Alarm/Fire/Rescue/Hazmat Responses (NOT COVERED BY AGREEMENTS)

Item	Fee
Rescue unit, pumper, aerial, hazmat unit	\$400.00 per hour
Command/support units	\$200.00 per hour
Hazmat, air, and sprinkler trailer	\$500.00 per day
Man power	\$50.00 per hour per person
Consumables	Cost plus 10%
Air supply recharge	\$250.00
Alberta Transportation callout (Provincial Highway)	As per Provincial Policy
Occupant load certificate	\$75.00

Training – External Organizations

Item	Fee
Labour	\$50.00 per hour per person

(Bylaw 1010-20)

**TOWN OF HIGH LEVEL  
SCHEDULE "J"  
EQUIPMENT AND OPERATORS**

Public Works

Item	Fee
Small power equipment	\$40.00 per hour
Pick-up truck, ½ ton and ¾ ton	\$75.00 per hour
Kubota tractor/holder	\$100.00 per hour
Skid steer, Bobcat S205	\$125.00 per hour
30 KW portable generator	\$50.00 per hour
Steamer trailer	\$100.00 per hour
6' area mower, Toro 325D, and DR brushcutter	\$65.00 per hour
Loader mount snow blower, Tenco TCS 172	\$150.00 per hour
Single axle water truck, 1700 imp. gallon	\$100.00 per hour
Heavy truck, gravel truck, single axle sander	\$128.00 per hour
Hydrovac truck	\$310.00 per hour
John Deere 310 SE backhoe	\$106.00 per hour
John Deere 544H loader	\$119.00 per hour
Case 621D loader	\$139.00 per hour
Sander (plus material costs not included in price)	\$120.00 per hour
Cat 140H grader	\$168.00 per hour
Mobil street sweeper	\$200.00 per hour
1 ton service truck	\$100.00 per hour

Airport

Item	Fee
Small power equipment	\$40.00 per hour
Pick-up truck, ½ ton and ¾ ton	\$75.00 per hour
John Deere 1445 tractor with attachments	\$100.00 per hour
Sweepster tow type sweeper with blower	\$75.00 per hour
Schulte 25' bat wing mower	\$65.00 per hour
John Deere 6330 FWA tractor	\$95.00 per hour
Single axle plow truck with sander	\$175.00 per hour
Vohl PV1 12-200 runway sweeper	\$150.00 per hour
Case 721 loader	\$139.00 per hour
RPM Tech TM42R snow blower	\$250.00 per hour

Labour - \$55.00 per hour (all overtime will be charged at 1.5 times)

Materials

Item	Fee
Mixed sand and salt	\$60.00 per cubic yard*

\*Based primarily on 2011 ARHCA Equipment Rates Guide



**TOWN OF HIGH LEVEL  
SCHEDULE "J" - CONTINUED  
EQUIPMENT AND OPERATORS**

Community Use Barbeque

Item	Fee
Rental – during Town work hours	\$50.00 per day
Rental – after Town work hours	\$100.00 per day
Non-profit group rental	No Charge

**TOWN OF HIGH LEVEL  
SCHEDULE "K"  
ADMINISTRATION**

Taxes

Item	Fee
Tax certificate	\$20.00
Assessment certificate	\$20.00
Assessment appeal*	
Residential	\$50.00
Non-residential	\$100.00

\* Assessment appeal fee will be refunded if successful.

Finance Charges/Penalties on Outstanding Balances

Item	Fee
Taxes	Per Tax Penalty Bylaw
Utilities	5% per month
Due to the Covid-19 pandemic, no penalties will be imposed on Utilities outstanding balances per Schedule "K" for the months of April, May, and June 2020. (Bylaw 1006-20)	
Accounts receivable	2% per month
Due to the Covid-19 pandemic, no penalties will be imposed on Accounts Receivable outstanding balances per Schedule "K" for the months of May, and June 2020. (Bylaw 1006-20)	
Not Sufficient Funds (NSF) charge	\$45.00

Town Hall Room Rentals

Item	Fee
Meeting room	\$20.00 per hour \$140.00 per day
Council Chambers	\$30.00 per hour \$300.00 per day
Non-profit groups – all rooms**	\$10.00 per hour
Damage deposit for evening and weekend events	\$300.00
Card key pass deposit	\$50.00

\*\*Daily amount not to exceed full day rental amount of profit organizations.

**TOWN OF HIGH LEVEL  
SCHEDULE "L"  
BUSINESS LICENCE**

Business Licence (Bylaw 873-08)

Item	Fee
Alcohol sales	\$200.00
Amusement arcade	\$200.00
Automotive services	\$100.00
Business support service	\$100.00
Cannabis retail sales	\$1,000.00
Cannabis production and distribution	\$1,000.00
Construction service	\$100.00
Delivery/transportation service	\$100.00
Firearm/ammunition dealer	\$100.00
Gaming establishment	\$200.00
General retail service	\$100.00
General contractor	\$100.00
Hawker or peddler	\$100.00
Hawker, non-food products	\$100.00
Home builder	\$100.00
Home-based business	\$100.00
Major business	\$100.00
Non-profit organization	EXEMPT
Pawn shop	\$200.00
Pet services	\$100.00
Public market	EXEMPT
Professional services	\$100.00
Restaurants	\$100.00
Taxi broker fee	\$100.00
Taxi vehicle (each)	\$50.00
Chauffeur's permit	\$50.00

Special Events

Item	Fee
Trade show	Exempt
Carnival	\$100.00 per day of public operation
Circus	\$100.00 per day of public operation
Indoor rodeo	\$100.00 per day of public operation
Commercial/industrial fair	\$100.00 per day of public operation

**TOWN OF HIGH LEVEL  
SCHEDULE "M"  
CEMETERY**

Item	Fee
Plot	\$500.00
Plot opening and closing	
Non-overtime	\$200.00
Overtime	\$250.00
Plot opening and closing (cremation)	
Non-overtime	\$100.00
Overtime	\$150.00
Columbarium niche (includes one opening and closing)	\$500.00
Columbarium niche additional opening and closings	\$50.00
Veteran's plot	NIL
Veteran's plot opening and closing	
Non-overtime	\$200.00
Overtime	\$250.00
Transfer of ownership of reserved plots – administration fee	\$25.00
Cancellation of ownership - administration fee	\$25.00