

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: May 5, 2025	File: 530.20/Rpts
To: Council	From: T. Buchanan, Corporate Officer
Re: DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256	
Recommendation: THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 be given 1st, 2nd and 3rd readings.	

Purpose To amend current, applicable Fees & Charges Bylaw Schedules to reflect necessary fee increases, as well as new and projected services and products reflected in the 2025-2029 Financial Plan.

Background Aside from the amendment to add the EV Charging Station Fees to the Fees & Charges Bylaw in June of 2023, the last general utility fee increase occurred in two years ago in April 2023. Generally, nominal increases have occurred annually to reflect operational cost increases with adopted updates in March 2022, June 2021, April 2020 and so on.

In order to align with the anticipated expenses and revenues adopted in the 2025 Budget process, various fee increases. In addition, fee structures for new and projected services must be included in the bylaw in order for the municipality to collect for the product and/or service.

Summary

The following Schedules are included in the attached Bylaw Amendment No. 256 for Council consideration (*proposed fee indicated in red with the current fee shown in ~~strikethrough~~*):

Schedule 1 – General Administration and Freedom of Information Requests

- ✓ Added plotter printing fees
- ✓ Added Residential Recycling Tote – *current fee is \$17.99each incl.tax*
- ✓ Added rental fee and refundable deposit fee for various event equipment
- ✓ Added key deposit – *keys currently signed in and out for Ridge Gym Rentals as well as Bandshell rentals. The cost to replace each key is approximately \$50each.*

Schedule 4 – Public Works and Services

- ✓ General 5% fee increases to Solid Waste and Street Lighting rates
- ✓ Separates line item for 'Additional Bags' and increases fee by \$0.50
- ✓ General 7.5% fee increases to Water rates and 5% to Wastewater rates
- ✓ Added the inclusion of 'statutory holidays' to the after hour response rate

- ✓ Formally added 'Unconnected Building' fee where wastewater connection is available without eligible exemption. *Currently an eligible exemption is granted to those providing a report from a Registered Onsite Wastewater Professional (ROWP) certifying good working order of a septic system which must be renewed every five (5) years. Those not meeting that exemption and still not connected, currently are billed at the applicable connection monthly base rate.
- ✓ Increased application to Connection to Sewer fee to \$300
- ✓ Separated 'Applicable Earthworks' to its own line item

Schedule 7 – Municipal Property Rentals

- ✓ Added "Old Chamber" building daily and monthly rates.
- ✓ Added BBC rental rates for Unit 4A,B & C. as well as long term leases negotiated by lease agreements.
- ✓ Provided discretion to CAO to reduce rate for non-profit, community benefit use.
- ✓ Added Community Hall line item that references negotiated lease agreements.

Schedule 9 – Building Inspection Department Fee Schedule

- ✓ General fee increases
- ✓ Added "Provisional Occupancy Certificate Fee" – *Provisional Occupancy is something that municipal building inspectors routinely offer where appropriate, including Barriere. However, while the TNRD incorporates a fee for this which covers the administrative work to provide this certificate, District of Barriere staff are adding a tiered rate system incorporating expiration and renewal timelines to further incentivize Building Permit holders to finish their builds and obtain a final building permit within reasonable timeframes.*

Schedule 10 – Barriere Memorial Cemetery Fees & Charges

- ✓ General 5% fee increases

Schedule 11 – Community Garden Fees & Charges

- ✓ Fee increase of \$5.00 – *Community Garden fees have not been increased since they've been formally established in 2019. However, these fees have been charged long prior to their formal adoption.*

Schedule 12 – Louis Creek Industrial Park Water System

- ✓ General 7.5% fee increase

Schedule 13 – Ridge Gym Rental Fee Schedule

- ✓ General fee increase
- ✓ Added "Special Events" rate
- ✓ Added Refundable Cleaning & Key Deposits

Schedule 14 – Memorial Products

- ✓ For ease of calculating fluctuating labour rates that depend on the type of installation required, the per hour rate is removed and replaced with 'at cost'.

Benefits or Impact

General – Regular Fee review and adjustments reduce the risk of unexpected and likely large fee

increases to correct and align actual operational costs.

Finances - Reflects Council's adopted 2025 Budget and the 2025-2029 Financial Plan.

Strategic Impact

N/A

Risk Assessment

Compliance: Low

Internal Control Process: upon adoption, new fees will be uploaded through the District's finance software and in place for the next Utility Billing cycle.

Next Steps / Communication

- Adoption scheduled for the May 26, 2025 Council Meeting.

Attachments

- DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256

Recommendation

THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 be given 1st, 2nd and 3rd readings.

Alternative Options

1. Council could choose not to increase fees to any or all of the proposed fee schedules. This is not recommended as it would result in a revenue deficit to cover operation expenses and reserve fund contributions. These deficits would then need to be covered through taxation – requiring amendments to the Tax Rates & Financial Plan Bylaws which must be adopted by May 14, 2025.
2. Council could choose to amend proposed fees prior to 2nd reading.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer



**DRAFT - DISTRICT OF BARRIERE
BYLAW NO. 256**

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO.73

WHEREAS pursuant to the provisions of the Community Charter, Council may by Bylaw impose fees and other charges to recover the cost of a service:

NOW THEREFORE the District of Barriere in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as “*Fees and Charges Bylaw No. 73, Amendment Bylaw No. 256*”

2. Bylaw No. 73, as amended, is hereby further amended by:

- a. replacing its existing ‘**Schedule 1**’ with the new “*Schedule 1 – General Administration and Freedom of Information Requests*” attached to this Bylaw; and
- b. replacing its existing ‘**Schedule 4**’ with the new “*Schedule 4 – Public Works and Services*” attached to this Bylaw; and
- c. replacing its existing ‘**Schedule 7**’ with the new “*Schedule 7 – Municipal Property Rentals*” attached to this Bylaw; and
- d. replacing its existing ‘**Schedule 9**’ with the new “*Schedule 9 – Building Inspection Department Fee Schedule*” attached to this Bylaw; and
- e. replacing its existing ‘**Schedule 10**’ with the new “*Schedule 10 – Barriere Memorial Cemetery Fees & Charges*” attached to this Bylaw; and
- f. replacing its existing ‘**Schedule 11**’ with the new “*Schedule 11 – Community Garden Fees & Charges*” attached to this Bylaw; and
- g. replacing its existing ‘**Schedule 12**’ with the new “*Schedule 12 – Louis Creek Industrial Park Water System Fee Schedule*” attached to this Bylaw; and
- h. replacing its existing ‘**Schedule 14**’ with the new “*Schedule 14 – Memorial Products*” attached to this Bylaw.

3. EFFECTIVE DATES

- a. The fee amendments in this bylaw for **Schedule 4** shall come into force and effective as of the date of July 1, 2025; and
- b. The fee amendments in this bylaw for **Schedules 1, 7, 9, 10, 11, 12 and 14** shall come into force and effective immediately upon bylaw adoption.

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 Rob Kerslake

Tasha Buchanan, Corporate Officer

SCHEDULE 1 – General Administration and Freedom of Information Requests

General Document, Services & Misc Sales	
Black & White Photocopies	.25¢ per letter size page .50¢ per legal or ledger size page
Color Photocopies	\$1.00 per letter sized page \$2.00 per legal or ledger size page
Plotter Fees	\$2.50 B&W per sq.ft \$4.50 Color per sq ft
Returned Cheque	\$25.00
Faxes (incoming/outgoing)	\$1.00 per page
Tax Certificate statement	\$25.00 per folio
Business License Application Searches (one Business License Application Search at any one time is no charge)	\$25.00 for each additional license application viewed
Composter	\$25.00
Residential Recycling Tote	\$ Actual cost
Event Equipment Rental (i.e. Hot Dog Roller, Projector, BBQ)	\$25.00/day + \$200 refundable deposit
Key Deposit	\$55.00
Freedom of Information Requests	
Locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
Producing a record electronically or manually	\$7.50 per ¼ hour
Preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
Shipping	Actual costs of shipping method chosen by applicant
Data copied to District provided USB Drive Non-District provided USB Drive	\$20 per drive + preparation fees \$7.50 per ¼ hour
Data copied to District provided CD or DVD Non-District provided CD or DVD	\$5 +preparation fees \$7.50 per ¼ hour
DVD or CD Duplication (excluding any reproductions prohibited by Copyright laws.	Cost of actual reproduction by third party.
Electric Vehicle (EV) Level 2 Charging Station	\$ 2.00 2.50/hr (\$0.033 0.042 per min)

SCHEDULE 4 – Public Works and Services

Note: A 5% late payment fee will be automatically levied on all fees not paid by the said due date.

Solid Waste Disposal Services:

Occupied dwelling unit - For weekly pickup of one (1) regulation garbage container and an additional \$1.00 for each additional bag	\$17.82/mo \$18.71/mo
Pensioners 65 years of age and older - For weekly pickup of one (1) regulation garbage container and an additional \$1.00 for each additional bag	\$12.51/mo \$13.14/mo
Additional residential garbage bags each	\$1.50/ea
Trade Premises - For twice weekly pick-up of five (5) regulation garbage containers and \$1.00 1.50 for each additional container	\$34.45/mo \$36.17
Hydraulic Container Rental	\$84.00/month \$88.20
Hydraulic Container Pick-up	\$11.20/per lift \$11.76
Hydraulic Container Start-up Deposit	\$200.00 one-time fee

Street Lighting:

Dwelling Unit	\$5.50/month \$5.78
Trade Premises	\$6.70/month \$7.04

Water System Base Rates:

***Single & Secondary Dwelling Residential - based on usage from 0- 25 cubic meters/month or 0-75 cubic meters/quarter**

***Residential Multi-Family 3+ units – based on usage from 0-200 cubic meters/month or 0-600 cubic meters/quarter**

***Commercial, Industrial & other enterprise – based on usage from 0-100 cubic meters/quarter**

Single & Secondary Residential / Per dwelling unit	\$ 35.32 37.96 /mo
Residential Multi-Family – first 3-5 units each	\$ 35.32 37.96 /mo
Residential Multi-Family – each additional unit: 6 and up	\$ 17.66 18.99 /mo
Schools	\$ 43.65 46.93 /mo
Post Office	\$ 50.72 54.52 /month
Police Detachment building	\$ 124.75 134.11 /month
Hotels and Motels	\$34.65 37.25 /per meter/month
Commercial & Industrial/Per Business	\$43.65 46.92 /month
Vacant Lot (*serviceable by existing, adjacent waterline)	50% of applicable water system base rate
Unmetered Connection	\$300.00 322.50 /month

Additional Water Meter Rates:

Tier 1	
Residential: Between 76 – 90 cubic meters per quarter	\$0.50 0.54 /per cubic meter
Residential Multi-Family 3+ units Between 201 – 400 cubic meters per quarter	\$0.50 0.54 /per cubic meter
Commercial & Industrial/Per Business Between 101 – 300 cubic meters per quarter	\$0.50 0.54 /per cubic meter
Hotels & Motels Between 101 – 300m3 per quarter	\$0.50 0.54 /per cubic meter

Tier 2	
Residential: Between 91 - 120 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Residential Multi-Family 3+ units Between 401 – 550 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Commercial & Industrial/Per Business: Between 301 – 450 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Hotels & Motels: Between 301 – 450 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Tier 3	
Residential: Greater than 121 cubic meters per quarter	\$1.00 1.03 /per cubic meter
Residential Multi-Family 3+ units Greater than 551 cubic meters per quarter	\$1.00 1.03 /per cubic meter
Commercial and Industrial/Per Business: Greater than 451 cubic meters per quarter	\$1.00 1.03 /per cubic meter
Hotels & Motels: Greater than 451 cubic meters per quarter	\$1.00 1.03 /per cubic meter

Water Connection and Turn ON/OFF Connection Fees:

Turn ON / Service Call – Scheduled (>48hrs) during regular hours	\$50.00 53.75
- Unscheduled (<48hrs) during regular hours	\$65.00 69.88
- after hours & statutory holidays	\$140.00 150.50
Turn OFF/ Service Call – Scheduled (>48hrs) during regular hours	\$50.00 53.75
- Unscheduled (<48hrs) during regular hours	\$65.00 69.88
- after hours & statutory holidays	\$140.00 150.50
Application to Connect	\$450.00 483.76 + any applicable earthworks at actual cost
Water Meter & Associated Parts	Actual Cost + tax
Water Meter Install Confirmation Deposit (*to be refunded once install is confirmed by Water Department)	\$50.00
Final Meter Read with >24hour (on Regular Business Day) notice	\$25.00 26.88
Final Meter Read with <24 hour notice	\$50.00 53.75
Water Meter Service – Potential Warranty Repair (*if work is determined to be covered under warranty, deposit fee is be reimbursed to property owner)	50% of cost of Water Meter

Temporary Water Use Permit Fees:

Connection (non-refundable)	\$ 450.00 483.75
Refundable Deposit	\$1,000.00
Tier 1 – Cost of Water (0-25 m3)	\$ 3.00 3.23 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.00 5.38 /per m3
Turn On/Off Fee (normal business hours only)	\$ 50.00 53.75 each

Fire Hydrant Use Permit Fees:

Connection (non-refundable)	\$ 450.00 483.75
Refundable Deposit	\$1,000.00
Tier 1 - Cost of Water (0-25 m3)	\$ 3.00 3.23 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.00 5.38 /per m3

Sewer/Wastewater User Rates:

Single & Secondary Residential	
Each Dwelling Unit (Birch Lane Wastewater Plant - Bylaw No.50)	\$ 77.10 80.96 /month
Each Dwelling Unit (Downtown Solar Aquatics Plant – Bylaw No. 50)	\$ 51.00 53.55 /month
Each Dwelling Unit (Clary Subdivision Plant – Bylaw No. 50)	\$ 51.00 53.55 /month
Residential Multi-Family 5+ Dwelling Units – Each Dwelling Unit (Downtown & Siska Systems)	\$ 30.00 31.50 /month
Senior's Care Facility – Base Rate	\$ 51.00 53.55 /month
-- + Per Dwelling Unit	\$ 25.00 26.25 /month
Commercial & Institutional	
Commercial Business/Office	\$ 51.00 53.55 /month
Grocery Store	\$ 60.00 63.00 /month
Laundromat – per washer	\$ 20.00 21.00 /month
Service Centre	\$ 75.00 78.75 /month
Restaurant	\$ 100.00 105.00 /month
Hotel/Motel – Base Rate	\$ 58.33 61.25 /month
-- Per Room	\$ 8.00 8.40 /month
Schools	\$ 150.00 157.50 /month
Place of Worship (Downtown & Siska Systems)	\$ 51.00 53.55 /month
Medical Centre	\$ 60.00 63.00 /month
Unconnected building fee where wastewater connection is available without eligible exemption	Applicable Connection Monthly Base Rate

Sewer Connection Fees: *all systems

Application to Connect	\$ 225.00 300.00 + any applicable earthworks at actual cost
Applicable Earthworks	Actual Cost
Wastewater Disposal Fee (not septage)	\$ 33.00 34.65 /per cubic meter

SCHEDULE 7 – Municipal Property Rentals (for exclusive/reserved use)

Description:	Fee:
Security Deposit	\$200.00
Beer Garden	\$100/day (non refundable) <i>*additional charges may be imposed by RCMP</i>
Ball Fields	\$25.00/per field, per day
User Fees: Adult League - Minor League -	\$200/team per season \$5/player per season
Concession	\$100.00/day
BID Office	\$420.00/month or as negotiated in lease
“Old Chamber” Building	\$70.00/day (Hydro included) \$1000.00/month (+ Hydro)
Barriere Business Centre (BBC) Units – Long Term (12 months +) Units – Short Term* <i>*CAO may authorize reduced rate for non-profit, community benefit use.</i>	As negotiated through lease agreement Daily: \$ 75/Units 4A & 4B - \$100/Unit 4C Weekly: \$200/Units 4A & 4B - \$250/Unit 4C Monthly: \$400/Units 4A & 4B - \$500/Unit 4C
Community Hall	As negotiated through lease agreement

(Bylaw No. 129)

SCHEDULE 9 – Building Inspection Department Fee Schedule

- A. For the purpose of calculating the fee for *permits* under the Building Regulation Bylaw, the value of *construction* shall be the total contract price for the work including all subcontracts or the value of *construction* as determined by the *Building Official* on the basis of plans, specifications and information available to him, whatever value shall be greater.
- B. **BUILDING PERMIT APPLICATION FEES**
A non-refundable *permit* application fee shall be charged for all *permits*. The building *permit* fee shall include this non-refundable application fee.
- C. **BUILDING PERMIT** **FEE**
- (1) **Construction Value**
- (a) \$1.00 to \$1,000.00; ~~\$50.00~~55
- (b) ~~\$50.00~~55.00 plus for each \$1,000.00 or part thereof by which the value exceeds the sum of \$1,000.00 up to a maximum value of \$400,000.00 as additional fees; and ~~\$ 8.00~~8.50
- (c) \$644.00 plus for each additional \$1,000.00 or part thereof by which the value exceeds the sum of \$400,001.00 as additional fees. ~~\$ 6.00~~6.50
- D. **PLUMBING PERMIT** **FEE**
- (a) Minimum fee for any plumbing *permit* or first fixture ~~\$55.00~~60
- (b) *Permit* fee for each fixture after the first fixture ~~\$ 8.00~~8.50
- (c) *Permit* fee for an interceptor or catch basin ~~\$15.00~~16
- (d) *Permit* fee for the installation of a backflow prevention device in any plumbing system ~~\$15.00~~16
- (e) *Permit* fee for any fire sprinkler system
- i. First 25 sprinkler heads ~~\$50.00~~55
- ii. Each additional sprinkler head after the first 25 ~~\$ 1.00~~
- E. **PERMIT FEE SURCHARGE**
- (1) In addition to other fees payable in accordance with this Appendix at the time of *permit* issuance, a surcharge will apply to all building *permits* as follows:
- (a) \$100.00 where the **construction** value is less than \$10,000;
- (b) \$300.00 where the **construction** value is from \$10,000 to \$50,000 or;
- (c) \$1000.00 where the **construction** value is in excess of \$50,000.
- (2) When all work associated with a building *permit* is completed within twenty four (24) months of the date of issue, the **Building Official** shall rebate the surcharge fee paid at the time of permit.
- F. **SPECIAL INSPECTION** **FEE**
Voluntary inspection to establish conformance or status of a building \$ 80.00
- G. **MOBILE/MANUFACTURED HOMES OR BUILDING RELOCATION**
- (1) *Permit* fee for mobile/manufactured homes ~~\$300.00~~325
- (2) *Permit* fee for mobile/manufactured homes or relocated buildings placed on permanent foundations extending below ground level will be ~~\$250~~325.00 plus an additional fee based on the value of the foundation as determined by the **Building Official**.

H.	RENEWAL <i>PERMIT</i> FEE	
	The fee for a renewal <i>permit</i> shall be \$150.00 for each renewal period of twelve (12) months	\$150.00
I.	TEMPORARY BUILDING	
	For a <i>permit</i> to construct, place or occupy a temporary building for one (1) year or part thereof	\$50.00
J.	CHIMNEY / SOLID FUEL APPLIANCE	
	Fee for the installation of a chimney, fireplace or solid fuel-burning appliance* (* <i>without proof of valid WETT Inspection Certificate; no fee <u>with</u> proof of WETT Inspection Cert.</i>)	\$200.00
K.	REMOVAL OF NOTICE ON LAND TITLE	
	Fee for the removal of a land title notice.	\$200.00
L.	DEMOLITION OR RELOCATION	
	The fee for a <i>permit</i> to demolish a building	\$50.00
M.	REINSPECTION FEE	
	A re-inspection carried out as a result of faulty/incomplete work and a subsequent inspection is thereby made necessary. Each subsequent inspection shall be:	\$50.00
N.	DOUBLE <i>PERMIT</i> FEE	
	Where work for which a <i>permit</i> is required by the bylaw has been commenced prior to issuance of a <i>permit</i> , the applicant shall pay to the District of Barriere double the fee prescribed in this Schedule, provided that the additional fee shall not exceed \$2,000.00.	
O.	PERMIT FEE REFUND	
	Where no <i>construction</i> has commenced within six (6) months of building <i>permit</i> issuance, should the <i>permit</i> holder apply in writing to cancel the <i>permit</i> , the <i>Building Official</i> may refund the <i>permit</i> fee less \$50.00 or 30% of the <i>permit</i> fee whichever is greater.	
P.	FEE REDUCTION FOR PROFESSIONAL SUPERVISION	
	Where a professional engineer or architect is retained by the <i>owner</i> and an undertaking is provided to coordinate the design and field reviews of the project, the building <i>permit</i> fee will be reduced by five (5%) percent to a maximum reduction of \$500.00.	
Q.	BUILDING INFORMATION REQUEST	
	The fee for researching building <i>permit</i> files	\$50.00
R.	PROVISIONAL OCCUPANCY CERTIFICATE FEE	
	Where the Building Inspector approves a provisional occupancy certificate prior to final completion of permit where the Building Inspector deems the provision and/or its extension is reasonable.	
	(1) Six (6) month Provisional Occupancy Certificate	\$100.00
	(a) Three (3) month extension of expired 6 month Provisional Occupancy Certificate	\$150.00
	(b) Additional (3) month extension of expired Provisional Occupancy Certificate	\$200.00

SCHEDULE 10 - Barriere Memorial Cemetery Fees & Charges

(Bylaw No. 198 as amended)

SCHEDULE 12 – LOUIS CREEK INDUSTRIAL PARK WATER SYSTEM Fee Schedule

Note: A 5% late payment fee will be automatically levied on all fees not paid by the said due date.

LCIP Water System Base Rates:

(based on usage from 0- 25 cubic meters/month or 0-75 cubic meters/quarter)

Residential / Per dwelling unit	\$ 34.53 37.12 /month
Commercial & Industrial/Per Business	\$ 204.00 219.30 /month

Additional Water Meter Rates:

Tier 1 – Commercial & Industrial/Per Business/Residential Between 76 – 90 cubic meters per quarter	\$2.00 2.15/per cubic meter
Tier 2 – Commercial & Industrial/Per Business/Residential Between 91 – 120 cubic meters per quarter	\$3.00 3.23/per cubic meter
Tier 3 – Commercial and Industrial/Per Business Greater than 121 cubic meters per quarter	\$5.00 5.38/per cubic meter
Unmetered Connection	\$1985.00 2,133.88/month
Non-Connected Property (vacant or under-construction)	\$100.00 107.50/month

SCHEDULE 13 – RIDGE GYM RENTAL Fee Schedule

Children & Youth Programming	\$40.00 12.50/hour
Adult Programming	\$20.00 25.00/hour
District of Barriere Subsidized, Not-for-Profit Programming	No Charge
Special Events	\$200.00/day
Cleaning Deposit	\$75.00
Key Deposit	\$55.00

*Rental classifications and regulations subject to District of Barriere Gym Rental Policy as amended from time to time.

SCHEDULE 14 – Memorial Products

1. Approved Memorial Item *all memorial items & placement location subject to approval from District Public Works Manager or CAO	Actual product/material cost + 10% administration fee; and + \$40/hr per employee for any —installation costs Installation (labour & equipment) at cost*
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* 'at cost' installation costs include applicable taxes