

**TOWN OF ALTONA**  
**BY-LAW NO. 1783/2020**

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Being a by-law to revise and update the fees payable to the Town of Altona for municipal services rendered under the authority of The Municipal Act, The Noxious Weeds Act, and the By-laws of the Town of Altona.

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WHEREAS the Council of the Town of Altona deems it advisable to include in one by-law the fees and charges payable to the Town for certain services rendered by officers and employees of the Town;

NOW THEREFORE the Council of the Town of Altona enacts as follows:

1. THAT the fees and charges payable to the Town of Altona for services rendered by officers and employees of the Town shall be as set out in the following schedules attached hereto;

Schedule "A"	Protective Services Department
Schedule "B"	Public Works Department
Schedule "C"	Planning & Development Department
Schedule "D"	Finance & Administration Department
Schedule "E"	Recreation & Cultural Services Department

2. THAT Council may from time to time, by resolution, amend each and every schedule attached to this by-law.
3. THAT the fees and charges set out in the schedules attached to this by-law shall take precedence over any other by-law.
4. THAT this By-law shall be known as the **Fees and Charges By-Law**.
5. THAT By-law No. 1747/2016 and subsequent amending By-law nos. 1759/2017 and 1764/2018 be repealed upon the final passing of this by-law.

**TOWN OF ALTONA**  
**BY-LAW NO. 1783/2020**

DONE AND PASSED by Council of the Town of Altona, in open meeting, duly assembled, this 28<sup>th</sup> day of April, 2020 A.D.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Read a 1st time this 14<sup>th</sup> day of April, 2020  
Read a 2nd time this 28<sup>th</sup> day of April, 2020  
Read a 3rd time this 28<sup>th</sup> day of April, 2020

**TOWN OF ALTONA**  
**BY-LAW NO. 1783/2020**  
**Schedule "A" - Protective Services Department Fees & Rates**

**1. Special Event Policing Duty**

- a) Per Officer - per hour \$ 100.00
- b) One Officer and vehicle - per hour \$ 150.00

Any request for additional services to be provided by the Altona Police Service shall be based on the availability of officers and does not conflict with or otherwise compromise departmental ongoing work and is at the discretion of the Altona Chief of Police.

**2. Criminal Record Checks & Fingerprinting (online or in-person)**

- |   |              |                |
|---|--------------|----------------|
| a) For employment reasons   | Record Check | Fingerprinting |
| Altona / Plum Coulee resident   | \$ 35.00     | \$ 45.00       |
| Non-resident  | \$ 35.00     | \$ 70.00       |
| b) For volunteers   | Record Check | Fingerprinting |
| Altona / Plum Coulee resident (online)  | \$ 10.00     | No charge      |
| Altona / Plum Coulee resident (in-person)   | No charge    | No charge      |
| Non-resident  | \$ 35.00     | \$ 25.00       |
| <i>Non-resident Criminal Record Check Level I and Level II only, Level III must be referred in writing by another agency.</i> |              |                |
| c) For immigration purposes   | Record Check | Fingerprinting |
| Altona / Plum Coulee resident   | N/A          | \$ 45.00       |
| Non-resident  | N/A          | \$ 45.00       |
| d) Additional original copies requested on subsequent day   |              | \$ 10.00       |

**3. Non-criminal document requests** Actual costs / minimum charge of \$ 10.00

**4. Animal Control**

- a) Animal Licences
  - i) For each dog or cat, male or female, one-time fee of \$ 25.00
  - ii) For each spayed female or neutered male dog or cat, one-time fee of \$ 20.00
  - iii) Replacement of lost licence / transfer of licence due to change in owner \$ 5.00
  - iv) Service Animal No Charge
- b) Impoundment Fees
  - i) Per day or part thereof, cats and dogs \$ 20.00
  - ii) Veterinary fees, cats and dogs Actual costs + \$ 25.00
- c) Excess Animal Permit
  - i) Permit application \$ 25.00
  - ii) Annual inspection fee \$ 25.00
- d) Dangerous animals
  - i) Annual licence \$ 250.00
- e) Trap rental fee, per use \$ 10.00

**TOWN OF ALTONA**  
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**Schedule "B" - Public Works Department Fees & Rates**

**1. Solid Waste Disposal**

The following fees shall apply to all persons delivering to the Altona / Rhineland Waste Disposal Grounds, including garbage collection services contractors.

Garbage (per metric tonne)	\$	80.00
Minimum rate (up to 200 kgs)	\$	16.00
Clean shingles (not contaminated with other construction materials)	\$	70.00
Clean lumber / clean fill (per metric tonne)		free
Branches / brush		free
Garbage outside Altona / Rhineland boundaries (per metric tonne)	\$	100.00

**2. Solid Waste Collection**

The fee chargeable for each solid waste bag tag: \$ 2.00

**3. Cemetery**

All fees in this section are subject to GST.

a) The fees chargeable for the purchase of cemetery graves at the Altona Cemetery:

i)	Single Plot	\$	500.00
ii)	Double Plot	\$	1,000.00
iii)	Cremation (Maximum of 4 urns per plot)		First urn - \$ 500.00
			Per urn after first - \$ 100.00
iv)	Baby Plot (in Designated Area)		No Charge
v)	12 & under		(must pay the \$150.00 perpetual care) No Charge
vi)	Perpetual Care		to be charged on all plots and urns \$ 150.00
b)	Disinterment		Actual Costs + \$ 50.00

**4. Rental of Traffic Control Devices / Leisure Equipment / Hose**

a)	Rental fee	10% of replacement value per event
b)	Deposit	50% of replacement value per event

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**Schedule "B" - Public Works Department Fees & Rates**

**5. Special Services**

- a) Custom Work (not covered by section 8 herein) Actual Costs + 30%
  
- b) Building Service Connections
  - i) Water Permit for basic residential meters, including meter Actual Costs + \$ 550.00
  - ii) Water Permit for all other meters, including meter Actual Costs + to be determined based on service required
  - iii) Sewer Permits \$ 550.00
  - iv) New Connections from mains to property line Actual Costs + 10%
  
- c) Curb Cuts
  - i) Permit \$ 30.00
  - ii) For work by Town to cut curb hourly charge as listed herein
  
- d) Septic Truck Dumping (per load) As per Shared Services agreement with the Municipality of Rhineland
  
- e) Private Hydrant Maintenance - each \$ 150.00
  
- f) Water Meter Calibration (Water/Sewer Rate By-Law) Actual Costs + \$ 30.00  
*Should the meter be found to be malfunctioning all costs are to be reimbursed.*
  
- g) Lot Grading Staking No Charge
  
- h) Water Service Activations / De-Activations As per Water & Sewer Rates By-Law

**6. Noxious Weeds**

- The fees for the cutting of noxious weeds under the Noxious Weeds Act CCSM N110:
- a) Per parcel or acre hourly charge as listed herein Section 8, minimum 1 hour
  
  - b) Maximum as per Act per incident \$ 500.00
  
  - c) Per Residential Lot hourly charge as listed herein Section 8, minimum 1 hour
  
  - d) Reforestation (per tree) Actual Costs + \$ 100.00

**7. Surplus Equipment/Materials**

- a) Culvert
  - i) New Actual Costs + 10%
  - ii) Used half of new price
  
- b) Miscellaneous pipe
  - i) New Actual Costs + 10%
  - ii) Used half of new price

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**Schedule "B" - Public Works Department Fees & Rates**

**8. Equipment Rental**

Equipment rental shall be based on availability taking into account operational workload. Town Staff must operate any equipment rented and their time is included in the rates shown. The Public Works Manager will only rent equipment and provide staff if it does not conflict with or otherwise compromise ongoing departmental work.

**NOTE: ALL RATES SHALL HAVE A MINIMUM 1 HOUR CHARGE.**

a) Trucks			
i)	Single Axle Dump Truck	Per Hour \$	125.00
ii)	Single Axle Dump Truck with Sander (winter sand not included)	Per Hour \$	150.00
iii)	Tandem Axle Dump Truck	Per Hour \$	160.00
iv)	One Ton	Per Hour \$	85.00
v)	Half Ton (pickup)	Per Hour \$	70.00
b) Tractors			
i)	John Deere 7230	Per Hour \$	175.00
ii)	John Deere 7230 with 98" Snow Blower	Per Hour \$	200.00
iii)	John Deere 7230 with Cultivator	Per Hour \$	200.00
iv)	John Deere 7230 with Wing mower	Per Hour \$	200.00
v)	John Deere 2130 with 5' mower	Per Hour \$	85.00
vi)	Ford Tractor with 6' mower	Per Hour \$	100.00
vii)	Ford Tractor with 6' Box Scraper	Per Hour \$	100.00
c) Loaders			
i)	John Deere 444K or 524K with Bucket	Per Hour \$	150.00
ii)	John Deere 444K or 524K with Snow Blade	Per Hour \$	150.00
iii)	John Deere 444K or 524K with Forks	Per Hour \$	150.00
iv)	Bobcat T650 with Bucket	Per Hour \$	125.00
v)	Bobcat T650 with Snow Blower	Per Hour \$	125.00
vi)	Bobcat T650 with Mower	Per Hour \$	125.00
vii)	Bobcat T650 with Forks	Per Hour \$	125.00
d) Chemical Sprayers (minimum 1 hour charge plus labour)			
i)	John Deere 7230 with 250 gallon boom sprayer	Per Hour \$	200.00
ii)	John Deere Gator with towable 50 gallon boom/wand sprayer	Per Hour \$	100.00
e) Miscellaneous			
i)	John Deere 770G Grader	Per Hour \$	250.00
ii)	Small Tractor with Sidewalk Blower	Per Hour \$	75.00
iii)	Small Tractor with Front Mount Mower	Per Hour \$	75.00
iv)	Small Tractor with Front Mount Sweeper	Per Hour \$	75.00
v)	Elgin Pelican street sweeper	Per Hour \$	135.00
vi)	Line Painter (paint not included)	Per Hour \$	100.00
vii)	Concrete Saw (walk behind)	Per Hour \$	130.00
viii)	John Deere Gator	Per Hour \$	115.00
ix)	Vacuum Truck / Combination Sewer Flusher	Per Hour \$	385.00
x)	Televising of Utility Lines	Per Hour \$	100.00
xi)	Sidewalk Sander (winter sand not included)	Per Hour \$	105.00
xii)	Culvert Steamer / Hot Wash	Per Hour \$	125.00
xiii)	Portable Diesel 180cfm Compressor	Per Hour \$	75.00
xiv)	Winter Sand	Per Cubic Yard \$	50.00
xvi)	Sheepsfoot	Per Day \$	70.00
f) Labour			
i)	Labour rate included in all above mentioned rates for one operator (Town staff only) per unit	Per Hour \$	50.00
ii)	Labour rate for additional labour if required, per operator	Per Hour \$	60.00

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**Schedule "C" - Planning & Development Department Fees & Rates**

All fees, charges and penalties related to inspections, zoning and planning are in accordance with the most current policy and/or by-law established by the RPGA Planning District.

1. **Recreation dedication** At Council's discretion as per Development Agreement
2. **Encroachment Agreements** Actual Costs + \$ 50.00
3. **Capital Development Lot Levies**
  - a) Per single-family or two-family lot \$1,500 or at Council's discretion as per Development Agreement
  - b) Per multi-family (2) lot \$3,000 or at Council's discretion as per Development Agreement

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**Schedule "D" - Finance & Administration Department Fees & Rates**

1. **Taxes**
  - a) Tax Certificates, per entry in the tax roll for which a certificate is provided \$ 30.00
  - b) Penalties payable on outstanding accounts receivable per month commencing with the month following the month in which the account was rendered. 1.25%
  - c) Tax Sale Costs Actual Costs + \$ 50.00
  - e) Miscellaneous Property Information (non-owner) \$ 20.00
  
2. **Photocopying**
  - a) Information required to be provided under the Municipal Act, Sec.263(1) (eg. by-laws, minutes, etc.)
    - i) fewer than 10 pages No Charge
    - ii) 11 or more pages, per page \$ 0.25
  - b) General information, per page \$ 0.25
  - c) Printing or digitizing large format maps & plans Actual cost
  
- 3 **Returned Cheques, per cheque** \$ 20.00
  
- 4 **Business Licence Fees**

The following fees will apply to any person or company carrying on a business within the Town of Altona who is not otherwise liable to pay a business tax, but is subject to obtain a business licence under the Town of Altona Business Licence By-law:

  - a) Person or company located within the limits of the Town of Altona or the Municipality of Rhineland
    - i) Business is a hobby or on a part-time basis only Annual Fee \$ 50.00
    - ii) Business is full time or intended to provide significant income for the person Annual Fee \$ 100.00
  - b) Person or company located outside the limits of the Town of Altona or the Municipality of Rhineland
    - i) Business is a hobby or on a part-time basis only Annual Fee \$ 100.00
    - ii) Business is full time or intended to provide significant income for the person Annual Fee \$ 200.00
  - c) Person or business conducting business for a period of three consecutive days or less within the limits of the Town of Altona Three Day Licence Fee \$ 75.00

For purposes of this section of the by-law, a part-time or hobby business shall be defined as a business which has gross revenues of less than \$7,500 per annum or conducts business less than 15 hours per week on average.
  
5. **Lottery Licence Fees** \$ 15.00



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**Schedule "E" - Recreation & Cultural Services Department Fees & Rates**

1.	<b>Arena Ice Rental</b>	As set by resolution of Council annually
2.	<b>Arena Rental - Off Season</b>	As set by resolution of Council annually
3.	<b>MEC Parking Lot Rental, per day</b>	\$ 35.00
4.	<b>Baseball Diamonds</b>	No charge
5.	<b>MEC &amp; RPC Rental Rates</b>	As set by resolution of Council periodically
6.	<b>Recreation Programs</b>	As set by Administration to break even
7.	<b>Aquatic Centre Rates</b>	As set by resolution of Council annually
8.	<b>Campground Rates</b>	As set by resolution of Council annually
9.	<b>Gallery Rental Rate</b>	As set by resolution of Council annually