

BYLAW #16-2024 - Administrative Rates Bylaw

BEING A BYLAW OF TOWN OF SLAVE LAKE IN THE PROVINCE OF ALBERTA

A Bylaw of the Town of Slave Lake, in the Province of Alberta to rescind Bylaw #15-2023 and establish a schedule of fees for Administrative services and items provided by the Town of Slave Lake.

WHEREAS it is deemed expedient to establish fees for the Town of Slave Lake and for the various services by the Town of Slave Lake and for the sale of inventory items.

NOW THEREFORE, be it resolved that the Council of Town of Slave Lake in the Province of Alberta, duly assembled hereby enacts as follows:

THAT, pursuant to the provisions of the Municipal Government Act, being Chapter M-26, RSA 2000 and amendments hereto, the following fees shall be charged for services provided by the Town of Slave Lake for Administrative services and items.

1. CITATION

- 1.1. This Bylaw may be cited as the Administrative Rates Bylaw.
- 1.2. Where the provisions of this Bylaw conflict with the provision of any other Bylaw of the Town of Slave Lake, this Bylaw shall prevail.

2. PURPOSE AND APPLICATION

- 2.1. Town Branded Items
 - a. All Town Branded items will be charged at cost plus twenty-five (25%) when a charge is to be made in view of Town Policy.
- 2.2. Tax Certificates
 - a. A rate of \$45.00 will be charged per tax certificate.
- 2.3. Tax Recovery Notice
 - a. A rate of \$45.00 per tax roll will be applied for the purpose of tax recovery procedures.
- 2.4. Serial Number Collateral Searches
 - a. A rate of \$65.00 will be applied per tax roll for the purpose of tax recovery procedures.
- 2.5. Freedom of Information and Privacy (FOIP)
 - a. Fees are set as per FOIP Regulation



- b. An initial fee of \$25.00 at the time that a one-time request is made; or an initial fee of \$50.00 when a continuing request is made.
- c. No additional fees are charged unless the amount of fees required to process the request for general records, as estimated by the Town, exceeds \$150.00. When the amount estimate exceeds \$150.00, the total amount is charged to the applicant.
- d. No GST to be charged as per FOIP Regulation.

2.6. Assessment

- a. \$50.00 per tax roll for residential purposed with 3 or less dwelling units or farm properties.
- b. \$650.00 per tax roll for residential properties with 4 or more dwelling units.
- c. \$650.00 per tax roll for non-residential properties.
- d. \$50.00 per tax roll for Business Tax.
- e. \$50.00 per tax roll for Tax Notices other than Businesses.
- f. \$650.00 per tax roll for Linear Property.
- g. \$50.00 per Linear Property Assessment Unit Identification for Linear Property Other.
- h. \$650.00 for Equalized Assessment.
- i. If the assessment review board makes a decision in favour of the complaint, or if all issues under complaint are corrected by agreement between the complainant and the assessor, and the complaint is withdrawn prior to the hearing, the filing fee will be refunded.

2.7. General Administration Fee (Bylaws, Policies, etc.)

- a. \$40.00 per hour

2.8. NSF Cheques

- a. \$45.00 will be charged for each NSF cheque.

2.9. Criminal Record Checks

- a. \$50.00 (including GST) will be charge per Criminal Record Check. Volunteers, upon supply a letter from a request volunteer organization, will not be charged for a Criminal Record Check.

2.10. Account Information

- a. \$25.00 per property will be charged on account information provided.
- 2.11. Print (Bylaws, Policies, etc.)
 - a. \$30.00 per hour.
- 2.12. Local Authority Election Act Late Filing Fee
 - a. \$500.00 late filing fee.
- 2.13. Employer Application Rural Renewal Program
 - a. \$100.00 per letter of endorsement.
- 2.14. Credit Card Processing Fee
 - a. For all credit card transactions outside of ActiveNet and PaySimply a fee of 1.4% of the total transaction cost will be applied to each transaction.
- 2.15. Electrical Vehicle Charging Station User Rates
 - a. The rate for use of Town of Slave Lake electrical vehicle charging stations shall be \$0.80 per kWh.
- 2.16. Rural Renewal Program Administration Fee for Neighbouring Municipalities
 - a. An Annual fee of \$10,000 for neighbouring municipalities who want the Town of Slave Lake to administer their Rural Renewal Program on their behalf under the Town's current Rural Renewal Program Structure.
- 2.17. Application for Commercial or Industrial Municipal Tax Incentive
 - a. Assessed Persons must submit a non-refundable application fee of \$500 concurrent with the Complete Application.
 - b. Assessed Persons must submit a non-refundable appeal fee of \$500 concurrent with the Appeal.



3. EFFECTIVE DATE

3.1. This Bylaw comes into effect upon the date of its Third and Final Reading.

READ A FIRST TIME THIS 13 DAY OF AUG 2024.

X

[Signature]
MAYOR

X

[Signature]
CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 13 DAY OF AUG 2024.

X

[Signature]
MAYOR

X

[Signature]
CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 13 DAY OF AUG 2024.

X

[Signature]
MAYOR

X

[Signature]
CHIEF ADMINISTRATIVE OFFICER