TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

WHEREAS under the authority of the Municipal Government Act RSA 2000, Chapter M-26, as amended from time to time, authorizes the Council to pass, repeal, or amend any Bylaw;
WHEREAS it is deemed desirable to consolidate, the Rates and Fees charged for various Municipal services and enforcement;
WHEREAS the Council deems to have such Rates and Fees included in one Bylaw for benefit of amendment on an annual basis and/or as required;
WHEREAS it is deemed desirable to consolidate all applicable Bylaws and Policies to better provide for the administration of Rates and Fees;
NOW THEREFORE the Municipal Council of the Town of Bashaw hereby **ENACTS AS FOLLOWS:**

REGULATIONS:

1. That the following Rates and Schedules of Legislation be repealed from their Bylaw or Policy to form an integral part of the new Master Rates and Schedules Bylaw, without harm to the main body of the original Bylaw or Policy, unless otherwise specifically stated;
2. That the Rates/fees and Schedules indicated on the Appendixes attached hereto and forming part of this Bylaw be approved and due to the Town of Bashaw:

SECTION ONE: LEGISLATIVE

1) Appendix "A" REMUNERATION AND REIMBURSEMENT
2) Appendix "A" FIRE BYLAW 671-2004 & 728-2010: VIOLATION TICKET FINES
3) Appendix "A" ANIMAL ENFORCEMENT PENALTIES - BYLAW 718 & 719-2009
4) Appendix "A" PUBLIC DISTURBANCE PENALTIES - BYLAW 767-2015
5) Appendix "A" TRAFFIC BYLAW 754-2014: ENFORCEMENT PENALTIES (2 pages)
6) Appendix "A" OVERSIZE COMMERCIAL VEHICLE BYLAW 775-2017

SECTION TWO: ADMINISTRATION

1) Appendix "A" OFFICE FEES
    a. Section 1: Administration Fees
    b. Section 2: Development
    c. Section 3: Taxes
2) Appendix "A" RARB BYLAW 758-2014: APPEAL FEES
3) Appendix "A" RARB BYLAW 758-2014: BOARD HONORARIUM
4) Appendix "A" CEMETERY PLOT FEES: BYLAW 736-2011
5) Appendix "B" CEMETERY MONUMENT PERMIT APPLICATION
6) Appendix" A" CAT BYLAW 719-2009: CAT REGISTRATION FEES
7) Appendix "A" DOG BYLAW 718-2009: DOG REGISTRATION FEES
8) Appendix "A" VENDOR BYLAW 755-2014: VENDOR BUSINESS FEES
9) Appendix "A" FIRE PIT BYLAW 755-2014: RECREATIONAL FIRE PIT PERMIT

SECTION THREE: PUBLIC WORKS

1) Appendix "A" MOBILE & MISCELLANEOUS EQUIPMENT RENTALS
    a. Schedule A - Equipment (Town Operator Required)
    b. Schedule B – Equipment and Services Available

2) Appendix "A" UTILITY SERVICE CONSUMER FEES
3) Appendix "A" WASTE COLLECTION SERVICE FEES
4) Appendix "A" UTILITY SERVICE ACCOUNT PROCEDURE POLICY (2 pages)
5) Appendix "A" WATER RESTRICTION BYLAW 778-2018: PENATLIES

SECTION FOUR: RECREATION

1) Appendix "A" RECREATION ADVERTISING FEES
2) Appendix "A" RECREATION ADVERTISING POLICY
3) Appendix "A" BASEBALL DIAMOND USER FEES
4) Appendix "A" ARENA USER FEES

3. That the Town of Bashaw is exempt from payment of all Rates and Fees listed in the attached Appendixes.
4. That should any Rates and Schedules mentioned here still appear in older Bylaws or Policies not yet revised, that the information listed in this Bylaw shall be in full force and effect and supersede previous Rates and Schedules.
5. New and/or updated Appendixes may be added to the Master Rates and Schedules Bylaw by resolution of Council.
6. Review and update of the Master Rates and Schedules Bylaw shall be conducted on an annual basis OR as needed including in conjunction with budget deliberations and/or planning meetings.
7. That any Group, Society, Municipality, or any other Organization, may be considered for reduced Rates and Fees by way of an Agreement so long as a copy of such an Agreement is signed by both parties and kept on file in an updated and current condition.

GENERAL

1. The Town of Bashaw has the discretion to enforce this Bylaw and is not liable of any outcomes should an Enforcement Officer or the Municipal Administrator decide not to enforce this Bylaw if acting in good faith.
2. Nothing in this Bylaw shall be deemed to supersede or repeal any provisions of the Fire Prevention Act, the Public Health Act, or the Alberta Environment Act.
3. Should any provision of this Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.
4. That this Bylaw shall come into force and effect on the day of Third and Final Reading.

Read a First time this 22 day of March, 2018
Read a Second time this 22 day of March, 2018
Unanimous Consent of Council to Move to Third Reading this 22 day of March, 2018
Read a Third and final time this 22 day of March, 2018

SIGNED BY THE CEO THIS DATE	CHIEF ELECTED OFFICIAL
SIGNED BY THE CAO THIS DATE	MUNICIPAL ADMINISTRATOR

TOWN OF BASHAW
MASTER RATES AND SCHEDULES INDEX

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TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **REMUNERATION & REIMBURSEMENT**
SECTION: **1** **LEGISLATIVE** **APPENDIX:** **A**
REFERENCE POLICIES # **12:10, 11:10, 11:20**

STATEMENT:
The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

DEFINITIONS:
Remuneration: a payment or reward for goods or services or for losses sustained or inconvenience caused
Sustenance: for the purpose of this policy will be defined as meals

PAYMENT:

1. COUNCIL REMUNERATION FOR REGULAR, SPECIAL AND COMMITTEE MEETINGS AS PER TOWN OF BASHAW POLICY 12.10, *MOTION 209 – 2017, OCTOBER 26,2017*
    a. Mayor $475.00/Month
    b. Councillors $350.00/Month

2. TRAVEL COST REIMBURSEMENT AS PER THE TOWN OF BASHAW POLICY 11:10
    a. The traveler shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
        i. Producing a receipt for cost expended OR
        ii. Mileage Rate 0.57 per Km. (Motion 213-2022, October 24, 2022)

3. MEAL COST REIMBURSEMENT AS PER TOWN OF BASHAW POLICY 11.20 (Revised October 17, 2019; MOTION #197-2019.)
    a. A maximum of $ 90.00 per day will be allotted for meals and entertainment with receipts required for all expenses. (ensure receipts include gst amounts)
    b. If a single meal; Maximum of $ 30.00, with receipt.
    c. Location of conference /training may warrant higher meal amount.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE:	**VIOLATION TICKET FINES**		
SECTION:	**1**	**LEGISLATIVE**	**APPENDIX: A**
REFERENCE FIRE BYLAW #	**671-2004**	**DATE:**	**APRIL 6, 2004**
REFERENCE FIRE PIT BYLAW #	**728-2010**	**DATE:**	**DECEMBER 7, 2010**

REGULATIONS:

SECTION 26 of Fire Bylaw 671-2004 reads as follows:

Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing or omits any act or thing thus violating any of the provisions of this Bylaw, shall be deemed to be guilty of an infraction of this Bylaw, and upon a summary conviction is liable to imprisonment for a term of not more than 6 months or to a fine of not more than $2,500.00, or to both fine and imprisonment.

SECTION 10 of Fire Pit Bylaw 728-2010 reads as follows:

Any person who contravenes any of the provisions of this Bylaw is guilty of an offence and is liable to a specified penalty of

10.2 $ 200.00 First Offence

10.3 $ 500.00 Second Offence of same offence with a 24 month period

10.4 The removal of the fire pit and burning privileges for a time period to be determined by the Council of the Town of Bashaw; specific penalty may be applied in addition

10.5 $ 300.00 for igniting or allowing any kind of fire during the hours of 1- 8 a.m.

10.6 $ 1,000.00 for igniting or allowing any kind of fire, including stationery barbeque, during a fire ban

10.7 $ 5,000 failure to comply with Fire Department, Emergency Services or any other Delegate Official of Law Enforcement or the Town

10.8 Where a contravention of the bylaw is of a continuing nature, further violation tickets may be issued, provided that no more than one violation ticket shall be issued for each day that the contravention continues.

10.9 If the penalty specified on a violation ticket is not paid within the prescribed time period, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part II of the Provincial Offences Procedures Act, S.A., 1989, c.P-21.5, as amended.

10.10 Nothing in this bylaw shall prevent an Enforcement Officer from immediately issuing a violation ticket for the mandatory court appearance of any person who contravenes any provision of this bylaw.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **ANIMAL ENFORCEMENT PENALTIES**
SECTION: **1** **LEGISLATIVE** **APPENDIX: A**
REFERENCE BYLAW # **718-2009 & 719-2009**

	INFRACTION	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
PART 3				
Section 1	Fail to obtain an animal license	$75.00	$150.00	$300.00
Section 2(a)	Animal runs at large	$80.00	$200.00	$300.00
Section 2(b)	Fail to ensure collar and tag worn on Animal	$75.00	$150.00	$300.00
Section 2(c)	Fail to confine and house an animal in heat	$100.00	$200.00	$300.00
Section 2(d)	Fail to immediately remove Animal's defecation	$100.00	$200.00	$300.00
Section 2 (e)	Animal is on School Property without permission of School Board			
Section 2(f)	Animal in playground or sand area located on Public or Private Property other than property of its owner	$100.00	$200.00	$300.00
Section 2(g)	Animal is in an area where there are signs posted indicated that animals are not permitted			
Section 2(f)	Animal stalks or kills birds on Public or Private Property	$100.00	$200.00	$300.00
Section 2(g)	Animal damages public or private property	$150.00	$300.00	Court
Section 2(h)	Animal barks or howls causing an unreasonable disturbance – based on opinion of Enforcement Bylaw Officer			
Section 2(i)	Animal damages Public or Private Property			
Section 2(j)	Animal chases any person, animal, bicycle, or motor vehicle			

Section 2(k)	Animal bites any person or animal			
Section (l)	Animal attacks or injures any person or animal			
Section 2(h)	Animal bites any person or animal	Court	Court	Court
Section 2(i)	Animal attacks or injures any person or animal	Court	Court	Court
Section 3(a)	Fail to provide identification	$200.00	$400.00	Court
Section 3(b)	Providing false or misleading information	$200.00	$400.00	Court
Section 4	Harboring, suffering, or permitting more than three Animals at a residence.	$100.00	$200.00	$300.00
PART 4				
Section 4(a)	Interfering with a Bylaw Enforcement Officer	$200.00	$400.00	Court
Section 4(b)	Unlocking or unlatching a vehicle with an impounded Animal	$200.00	$400.00	Court
Section 4(c)	Removing or attempting to remove an Animal from the possession of a Bylaw Enforcement Officer	$200.00	$400.00	Court

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: PUBLIC DISTURBANCE PENALTIES
SECTION: 1 **LEGISLATIVE** **APPENDIX:** A
REFERENCE BYLAW # 767-2015, 818-2023 **DATE** FEBRUARY 9, 2023

SECTION 14: PENALTIES

SCHEDULE A – PENALITES

Any person, who contravenes any provision of this Bylaw, is guilty of an offence punishable on summary conviction and is liable:
(a) for a first offence to a fine of $250.00; or
(b) for a second or subsequent offence, to a fine of not less than $500.00 and not more than $2,500.00.

Industrial Penalty contravention, as per section 8.2, is guilty of an offence punishable on summary conviction and is liable:
(a) For a first offence to a fine of $2000.00
(b) For a second offence or subsequent offence, to a fine of not less than $5000.00 and not more than $10,000.00.

Where an officer believes that a person has contravened any provision of this bylaw, he may commence proceedings by issuing a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, provided however that, this section shall not prevent any officer from issuing a violation ticket requiring the court appearance of the defendant or from laying an information instead of issuing a violation ticket.

Each occurrence of a contravention of this Bylaw, or in the case of continuous contraventions, each day a contravention occurs or continues, constitutes a separate offence and may be punished separately.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: TRAFFIC BYLAW ENFORCEMENT PENALTIES
SECTION: 1 LEGISLATIVE **APPENDIX:** A
REFERENCE BYLAW # 754-2014 **DATE** MAY 6, 2016

SECTION			FINE$	ADDITIONAL CHARGES
C.2	TRAFFIC CONTROL SIGNS/DEVICES		100.00	
D.1	PARKING REGULATIONS			
	a)	Parallel Parking	30.00	
	b)	Angle Parking	30.00	
	c)	Angle Parking	30.00	
	d)	No Parking on North Side of 46 Ave.	30.00	Towing Charges
	e)	No parking more than 72 hours	30.00	Towing Charges
	f)	Restricted Parking	30.00	Towing Charges
	g)	Restricted Parking	30.00	Towing Charges
	h)	Restricted Parking, except unloading	30.00	Towing Charges
	i)	No Parking, Street Cleaning	30.00	Towing Charges (except as provided)
	j)	Restricted Parking, Construction	30.00	Towing Charges
	k)	No Parking, fire hydrant	30.00	Towing Charges
	l)	No Parking, Intersection	30.00	Towing Charges
	m)	No Parking, Emergency Vehicle Building	75.00	Towing Charges
	n)	No Parking, Sidewalk/Walkway	30.00	Towing Charges
	o)	No Parking, Private Driveway	30.00	Towing Charges
	p)	No Parking, Public Facility	30.00	Towing Charges
	q)	No Parking, Fire/Emergency Lane	75.00	Towing Charges
	r)	No Parking Areas	30.00	Towing Charges
	s)	Restricted Parking/Passenger loading	30.00	Towing Charges
	t)	Restricted Parking/Passenger loading	30.00	Towing Charges
	u)	No Parking/Emergency Access Route	75.00	Towing Charges

SECTION		FINE$	ADDITIONAL CHARGES
D.2	SPEED LIMITATIONS		
	a) Designated Officers have the authority to issues fines for speeding		
D.3	EMERCENCY VEHICLES & EMERGENCY ROUTES AS PER ALBERTA TRAFFIC SAFETY ACT		
	a) Designation of Emergency Route		
	b) Delaying an Emergency Vehicle		
	c) Following Too Close		
	d) Parking Too Close		
	e) Definition of an emergency vehicle		
D.4	BICYCLES	10.00	
	a) Definition of Bicycle		
	b) Speeding		
	c) Riding on Sidewalk		
	d) Obstruction		
D.5	PARADES OR PROCESSIONS	100.00	
	a) No Procession without permission		
	b) No Procession with permission		
	c) No Group Obstruction		
	d) No Concession/show causing distraction		
D.6	GENERAL	50.00	
	a) Obstruction by trees		
	b) No Off-Highway Vehicles		
	c) No heavy equipment		
	d) All other offences other acts		
	e) Fine Schedule		
	f) Provision for speed limits signs		
	g) No U Turns		
	h) One Way Traffic		
	i) No Parking, Bus Stop		

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE:	**OVERSIZE COMMERCIAL VEHICLE BYLAW 775-2017**		
SECTION:	**1**	**LEGISLATIVE**	**APPENDIX: A**
REFERENCE BYLAW #	**775-2017**	**DATE**	**JUNE 15, 2017**
MOTION #	**126-2017**	**DATE**	**JUNE 15, 2017**

ITEM		FEE
1.	Permit Application Fee	25.00 (each)

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **OFFICE FEES**

SECTION: **2** **ADMINSTRATIVE** **APPENDIX:** **A**

REFERENCE MOTION # **454–2016, 245-2022, 163-2026** **DATE:** **August 12, 2026**

AMENDING BYLAW: **843-2026**
THIRD AND FINAL READING AUG. 12, 2026

SECTION 1: ADMINISTRATION

a)	Administration Fee	$ 30.00
b)	Photo copying (inc GST)	$ 0.40/page - supplied by Town
c)	Photo copying (inc. GST)	$ 0.10/page - supplied by customer
	Photo copying-COLOR (inc. GST)	$ 0.20/page – supplied by customer
d)	Faxes	$ 3.00 flat rate
e)	Non-sufficient Funds Cheque (noGST)	$ 45.00

SECTION 2: DEVELOPMENT

a)	Property File Search	$ 30.00
b)	Compliance Certificate	$ 95.00
c)	Development Applications	
	i. Development	$ 95.00
	ii. Discretionary Permit	$+50.00
	iii. Revision to Active Development Permit	$ 40.00
	iv. Demolition	$ 60.00
	v. If construction commences prior to receiving a Development Permit	$ 190.00
	vi. Direct Control – Additional third-party professional planning consultant hourly fees are the responsibility of the applicant and payable to the Town of Bashaw.	
d)	Subdivision and Development Appeal (if the appeal is successful the fee will be refunded)	$ 150.00
e)	Rezoning Applications	$ 700.00
f)	Road Closure Applications	$ 800.00
g)	Land Use Bylaw Amendment	$ 700.00
h)	Adopting/Amending Area Structure Plan	$ 750.00
i)	Adopting/Amending Area Redevelopment Plan	$ 750.00
j)	Amendment Intermunicipal Development Plan	$ 700.00
k)	Encroachment Agreement	$ 250.00
l)	Development Agreement (Prep & Registration)	$ 250.00 + costs
m)	Land Use Bylaw Appeal Application	$ 200.00
n)	Rush Order	$ 50.00 (additional fee)
o)	Land Use Bylaw in binder	$ 55.00
p)	Contravention of Land Use Bylaw	$ 500.00 maximum for first Offence $ 200.00/day maximum ongoing.

SECTION 3: TAXES

a)	Assessment Certificate	$ 35.00
b)	Tax Certificates	$ 35.00
c)	Rush Order	$ 50.00 (additional fee)

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: REGIONAL ASSESSMENT REVIEW BOARD APPEAL FEES
SECTION: 2 ADMINSTRATIVE **APPENDIX:** A
REFERENCE BYLAW # 758-2014 **DATE** JULY 15, 2014

In accordance to the aforementioned Bylaw 758:2014, to commence with an assessment appeal the property owner must fill out the complaint form set out in the "Matters Relating to Assessment Complaints" Regulation, within the time specified in the MGA, and pay the applicable fee as listed below:

CATEGORY OF COMPLAINT	APPEAL FEE
Residential (3 or fewer dwellings) and farmland	$50.00
Residential (4 or more dwellings)	$650.00
Non-residential	$650.00
Business Tax	$50.00
Tax Notices (other than business tax)	$30.00
Linear property-power generation	$650.00 per facility
Linear Property - other	$650.00 per LPAUID
Equalized assessment	$650.00

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: REGIONAL ASSESSMENT REVIEW BOARD MEMBER HONORARIUM
SECTION: 2 ADMINISTRATIVE **APPENDIX:** A
REFERENCE BYLAW # 758-2014 **DATE** JULY 15, 2014

In accordance to the aforementioned Bylaw 758:2014, the following definitions are applicable for this Fee Schedule:

(a) "Board" - the Regional Assessment Review Board;
(b) "CARB" - the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
(g) "LARB" - the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
(h) "Member" - a Member of the Regional Assessment Review Board

MERIT	Half day – Four (4) hour block	$100.00
MERIT	Full day – Four plus (4+) hour block, excluding lunch hour	$200.00
LARB	Half day – Four (4) hour block	$100.00
LARB	Full day – Four plus (4+) hour block, excluding lunch hour	$200.00
CARB	Half day – Four (4) hour block	$200.00
CARB	Full day – Four plus (4+) hour block, excluding lunch hour	$400.00

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: CEMETERY PLOT FEES
SECTION: 2 ADMINISTRATIVE **APPENDIX:** A
REFERENCE BYLAW # 736-2011 **DATE** JUNE 21, 2011

CEMETERY PLOT FEES (includes GST)

A. Purchase of Plots not including opening and closing charges:

i.	Price for single plot	$315.00
ii.	Price for double depth grave	$420.00
iii.	Veterans and Indigents	Charged at 50% plot fee

B. Overtime for marking of graves (Holidays, Saturdays, Sundays and after 5:00 p.m. Monday to Friday)

i. Overtime shall be charged at the rate of time and one half or double time as required based on the current rate being paid for the employee who is answering the call. The party requesting the grave marking shall be responsible for any overtime fees incurred.

C. **MOVED** by Councillor Gust that any cemetery deeds returned to the Town have no cash value and are therefore non-refundable; any funding gained by the past sale of a cemetery plot shall be used strictly for the perpetual care of the cemetery. Res # 265-2014 **CARRIED UNANIMOUSLY**

D. Permits/Charges/Fees

i.	Monument Permit for Contractors	$ 25.00
ii.	Marking Graves For Monuments	No charge
iii.	Incorrectly Placed Monuments	$ 25.00

E. Enforcement:

i. Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to pay a fine not exceeding $500.00 exclusive of costs, for breach thereof, or in the case of non-payment of the fine and costs, imprisonment for a period not exceeding 60 days.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: CEMETERY MONUMENT APPLICATION FORM
SECTION: 2 ADMINISTRATION **APPENDIX:** B
REFERENCE BYLAW # 736-2011 **DATE:** JUNE 21, 2011

Cemetery Monument Application Form

Name of Monument Company:	Monument Company Address:	Phone #: Fax #:
Monument Company Signature:	Print Name:	Date:
Name of Owner/Purchaser:	Address of Owner/Purchaser:	Phone #:
Name of Deceased:	Date of Death:	

The Cemetery Bylaw requires that a Permit be filed and a Permit Fee be **Paid** prior to Monument Installation. Please review Specifications for Monument Work and Monuments in its entirety by visiting www.townofbashaw.com

Application to install:	Material:	Location:	
☐ Upright	☐ Bronze	Block _____	**PERMIT FEE**
☐ Pillow	☐ Granite	Lot _____	**$25.00**
☐ Flat	☐ Marble	Plot _____	Receipt # _____

You are required to call the Bashaw Town Office @ 780-372-3911 a minimum of twenty four (24) hours prior to placing a Monument at the Bashaw Cemetery so that the location can be marked. The Town of Bashaw accepts no responsibility for misplacement of Monuments or damages to Monuments incurred during the placement thereof and the owner of a Monument assumes full responsibility to maintain the Monument.

All Measurments in Inches	Length	Width	Height
Monument Size			
Base Size			
Foundation Size			
The Section Below is for Cemetery Use Only			
Permit Authorized By:		Date:	
Monument Located and Marked By:		Date:	
Installation Inspected and Approved By:		Date:	

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE:	**CAT REGISTRATION FEE**		
SECTION: 2	**ADMINISTRATIVE**	**APPENDIX:** A	
REFERENCE MOTION & BYLAW #	**143-2014 / 719-2009, 039-2017**	**DATE**	**March 2, 2017**

PREAMBLE:

In accordance to the existing Bylaw 719-2009 Cat Control, under Part 7, which reads "It is the intention of Town Council that each separate provision of this Bylaw shall be deemed independent of all provisions, and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable"; thereby, Council has deemed Schedule B "License Fees" of the aforementioned Bylaw to be invalid and hereby, severs this Schedule B from the aforementioned Bylaw and presents a new Fee Schedule as follows:

REGISTRATION FEE FOR DOMESTIC CAT PURCHASED **ON OR BEFORE** JANUARY 31 ANNUALLY:

A.	ALTERED (Medical Certificate required once for the file)	$ 18.00/annually
B.	UNALTERED	$ 36.00/annually
C.	TAG REPLACEMENT	$ 5.00 each

REGISTRATION FEE FOR DOMESTIC CAT PURCHASED **AFTER** JANUARY 31 ANNUALLY

(grace period granted to June 1 for 2017 year only, for owner compliance):

A.	ALTERED (Medical Certificate required once for the file)	$ **28.00**/annually
B.	UNALTERED	$ **56.00**/annually

DETERMINING FEE TO BE APPLIED:

1. Owners of existing pet(s) on record with the Town, shall pay the full annual fee regardless of what date the fee is paid.
2. New pet owner(s) and/or new resident(s) who register their pet(s) at the Town Office within six (6) weeks of arrival date shall be charged a pro-rated monthly fee from the date of registration to the end of the calendar year (i.e. registering any day in May, the annual fee shall be pro-rated for 8 months)
3. Failure to register pet(s) within six (6) weeks will require payment of the full annual fee.
4. Should the owner fail to register their pet and enforcement action occurs, the owner may be required to pay a fine in addition to paying the full annual fee.
5. Anyone requiring a replacement tag for whatever reason shall be charged according to the Fee Schedule.
6. Fees are non-refundable regardless of circumstance.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **DOG REGISTRATION FEES**

SECTION: **2** **ADMINSTRATIVE** **APPENDIX:** **A**

REFERENCE MOTION & BYLAW #: **142-2014 & 718-2009, 039-2017** **DATE:** **MARCH 2, 2017**

PREAMBLE:

In accordance to the existing Bylaw 718-2009 Dog Control, under Part 7, which reads "It is the intention of Town Council that each separate provision of this Bylaw shall be deemed independent of all provisions, and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable"; thereby, Council has deemed Schedule B "License Fees" of the aforementioned Bylaw to be invalid and hereby, severs this Schedule B from the aforementioned Bylaw and presents a new Fee Schedule as follows:

REGISTRATION FEE FOR DOMESTIC DOG PURCHASED **ON OR BEFORE** JANUARY 31 ANNUALLY:

A. ALTERED (Medical Certificate required once for the file)	$ 18.00/annually
B. UNALTERED	$ 36.00/annually
C. TAG REPLACEMENT	$ 5.00 each

REGISTRATION FEE FOR DOMESTIC DOG PURCHASED **AFTER** JANUARY 31 ANNUALLY

(grace period granted to June 1 for 2017 year only, for owner compliance):

A. ALTERED (Medical Certificate required once for the file)	$ **28.00**/annually
B. UNALTERED	$ **56.00**/annually

DETERMINING FEE TO BE APPLIED:

1. Owners of existing pet(s) on record with the Town shall pay the full annual fee regardless of what date the fee is paid.
2. New pet owner(s) and/or new resident(s) who register their pet(s) at the Town Office within six (6) weeks of arrival date shall be charged a pro-rated monthly fee from the date of registration to the end of the calendar year (i.e. registering any day in May, the annual fee shall be pro-rated for 8 months)
3. Failure to register pet(s) within six (6) weeks will require payment of the full annual fee.
4. Should the owner fail to register their pet and enforcement action occurs, the owner may be required to pay a fine in addition to paying the full annual fee.
5. Anyone requiring a replacement tag for whatever reason shall be charged according to the Fee Schedule.
6. Fees are non-refundable regardless of circumstance.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **VENDOR FEES**

SECTION: **2** **ADMINSTRATIVE** **APPENDIX:** **A**

REFERENCE BYLAW # **755 – 2014** **DATE** **MAY 6, 2014**

ANNUAL VENDOR FEE:

A. HAWKER / PEDDLAR - RESIDENT	$150.00
B. HAWKER / PEDDLAR – NON RESIDENT	$300.00
C. MOBILE VENDING UNIT - RESIDENT	$150.00
D. MOBILE VENDING UNIT – NON RESIDENT	$300.00
E. PUSH CART VENDOR – RESIDENT	$ 75.00
F. PUSH CART VENDOR – NON RESIDENT	$150.00

OTHER FEES:

G. DAILY HAWKER/PEDDLAR/VENDOR FEE	$ 30.00
H. ADMINISTRATION FEE	$ 50.00

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **FIRE PIT PERMIT**

SECTION: **2** **ADMINSTRATIVE** **APPENDIX:** **A**

REFERENCE BYLAW # **728-2010** **DATE** **DEC. 7, 2010**

SCHEDULE "A"

RECREATIONAL FIRE PIT PERMIT

Town of Bashaw
Bashaw Fire Department
5011 – 52 Avenue
Box 510
Bashaw, Alberta
T0B 0H0

Office: (780) 372-3911
Fax: (780) 372-2335
Email: admin@townofbashaw.com

PERMISSION IS HEREBY GRANTED TO:
APPLICANT: _____ Owner: ☐ Renter: ☐
ADDRESS: _____ Postal Code: _____
PHONE NUMBER: _____
Lot # _____ Block _____ Plan _____
Roll # _____ Civic Address: _____

FOR THE CONSTRUCTION OF A:
☐ IN GROUND FIRE PIT ☐ PORTABLE FIRE PIT ☐ STATIONERY BBQ

I have read the provisions pertaining to the regulations for Fire Pits and their use and understand same.
Signature of Applicant _____ Date: _____
Note: If applicant is renting, owner's signature is required.

_____ _____ _____
Owner's Name Owner's Signature Date

CONDITIONS:

(1) Your fire pit is to be used for personal enjoyment only (warmth/cooking). You are to be in close proximity to your recreational fire at all times, burning only allowable material as per Fire Pit/Permit Bylaw 728-2010
(2) All construction shall be in accordance with the provisions of all Provincial Acts and Regulations and any requirements of Bylaw 728-2010.
(3) This fire permit may be suspended or cancelled at any time at the sole discretion of the Fire Chief or designate.
(4) Persons guilty of an infraction of Bylaw 728-2010 are liable to the penalties and/or conditions defined in the regulations.

FEE: $50.00 Paid by Cash: ☐ Paid by Chq: ☐ Paid by Debit: ☐

DATE: _____ 20____ APPROVED REFUSED
Authorized by: _____ Town of Bashaw/Bashaw Fire Department

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: MOBILE & MISCELLANEOUS EQUIPMENT RATES
SECTION: 3 PUBLIC WORKS **APPENDIX:** A
REFERENCE POLICY #: 20.20 & 20.30 **DATE:** June 1, 2010

FEE SCHEDULE in accordance to Town Policies 20.20 and 20.30, as amended from time to time:

1. **GST will be added to all fees**
2. All of the equipment listed in Schedule A will only be handled and operated by a Town Operator; thereby, the Rental Fees shown in Schedule A include the service fee with a Town Operator.

SCHEDULE A

A. Grader JD570A	$ 176.40 per hour
B. Loader TC44H	$ 117.00 per hour
C. Gravel Trucks	
a. Single Axle	$ 102.00 per hour
b. C/W Sander	$ 170.00 per hour
c. Tandem Axle	$ 120.00 per hour
D. Street Sweeper	$ 200.00 per hour
E. Kubota Tractor with mower or blade	$ 86.00 per hour
F. Steamer – To thaw frozen lines only	$ 100.00 per hour
G. ½ Ton Truck	$ 55.00 per hour
H. Flat Deck Trailer (in addition to Town ½ Ton)	$ 9.00 per hour
I. Kubota Lawn Tractor with mower	$ 65.00 per hour
J. Kubota Lawn Tractor with snow blower	$ 65.00 per hour
K. Sewer Flush Hydro-Vac Truck	AS PER REGIONAL CONTRACT
L. Generator and Flat Deck – Disaster Assistance Only	$ 221.00 per day
M. Valve Operating Tool	$ 100.00 per day
N. Magikist Water Line Thawing Unit	$ 25.00 per day
O. Hydrant Defuser/Flow Meter	$ 25.00 per day
P. Hydrant Defuser/Dechlorinator	$ 25.00 per day plus chemical costs

3. All of the miscellaneous equipment listed in Schedule B shall only be rented out at the discretion and approval of the Delegated Authority for the Town of Bashaw.

SCHEDULE B

A. Town Operator Service	$ 35.00 per hour
B. Sewer Video Camera – Town Operator required	$ 105.00 per hour
C. Sewer Snake – manual	
a. Hourly Rental Rate	$ 5.00 per hour/$50.00 deposit
b. Hourly Rental Rate w/ Town Operator	$ 45.00 per hour
D. Sewer Auger – powered	
a. Hourly Rental Rate	$ 20.00 per hour/$100.00 deposit
b. Hourly Rental Rate w/ Town Operator	$ 55.00 per hour
E. Pin Locator	Free to Residents

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE:	**UTILITY SERVICE CONSUMER FEE**		
SECTION:	**3**	**PUBLIC WORKS**	**APPENDIX: A**
REFERENCE BYLAW #	**759-2014**	**DATE:**	**MARCH 2, 2017**
AMENDING BYLAW #	**824-2023, 829-2024,831-2025 839-2026**	**Third and Final Reading:**	**April 15, 2026**

SCHEDULE "A"
CHARGES, RATES AND FEES

1. Metered Rates (monthly billing cycle)
   a. In-Town Customer CODE 400 — $ 3.85
      Variable Component /Consumption per m3
   b. In-Town Customer CODE 401 — $42.75
      Fixed Component / Flat Fee Monthly
2. Non-Metered Rates/"Trickle" properties run 4 months-January through April.
   Residents on trickle rates will be billed an average consumption based on the prior monthly bills from May through December.
3. Sanitary Sewer Service Charge – 1 month CODE 600 — $20.00
   (OR ½ water charge whichever is greater to a maximum of $105.00)
4. Bulk Water (Potable) — $ 6.00/1000L
5. Bulk Water (Non-Potable) — $ 4.00/1000L

OTHER FEES

6. Connection / Disconnection Service — $75.00/ea.
7. Testing of Water Meter — $100.00/inspection
8. Permit for Well or Other Water Supply Per source or parcel — $50.00
9. Penalties on overdue utility service accounts — 3% per billing
10. Overdue Account Transfer Fee (Enforcement) — $40.00
11. Sale of Meter (installed by a plumber) — Current Market Cost plus admin fee
12. Paper Utility Bill — $2.00/mth

ALL OUTSTANDING UTILITY ACCOUNT BALANCES THAT ARE OVERDUE MORE THAN SIXTY DAYS (60) ON NOVEMBER 15TH SHALL BE ROLLED INTO THE PROPERTY OWNER'S TAX ACCOUNT AND HENCEFORTH, THE TOTAL BALANCE NOW IN THE TAX ACCOUNT SHALL BE CHARGED THE OVERDUE ACCOUNT TRANSFER FEE (REFERENCED IN SCHEDULE A, UTILITY SERVICE CONSUMER FEE, SUBSECTION 10) AND PENALTIES IN ACCORDANCE WITH THE TAX PENALTY BYLAW.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE:	**WASTE COLLECTION SERVICE FEE**		
SECTION:	**3 PUBLIC WORKS**	**APPENDIX:**	**A**
REPEALED BYLAW #	**749-2013**	**DATE:**	**SEPTEMBER 16, 2014**
AMENDING BYLAW #	**824-2023**	**Third and final reading November 15, 2023**	

1. WASTE COLLECTION SERVICE FEE(S):
   a) Household Garbage and
   b) Recyclable Materials
   - ❖ Calculation of Service Fee for the waste collection services as noted above shall be calculated as follows:

     The total annual expenses for waste collection service (wages, contract fee, fuel surcharge, etc.) divided by the number of service collection properties divided by 12 billing cycles per year
   - ❖ Waste collection service fee(s) cannot be suspended, reduced, waived or pro-rated and shall be charged to each property serviced within the Town of Bashaw twelve (12) times a year

2. OTHER FEES

a)	Administration Fee	$40.00
b)	PENALTIES on overdue utility service accounts	3% per billing
c)	Non-compliance with Waste Bylaw (Enforcement)	$100.00
d)	Overdue Account Transfer Fee (Enforcement)	$40.00 per transaction

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE:	**UTILITY SERVICE ACCOUNT PROCEDURE POLICY**		
SECTION:	**3 PUBLIC WORKS**	**APPENDIX:**	**A**
REFERENCE MOTION #	**067 - 2018**	**DATE:**	**April 5, 2018**
AMENDING BYLAW #	**824-2023**	**DATE 3rd and final reading:**	**November 15, 2023**

PURPOSE: to provide procedures for applications, billings, collections and practices of utility service accounts within the Town of Bashaw.

REGULATIONS

1. All utility accounts will be in the property owner's name(s); matching the name on the land title and municipal tax roll.
2. All property owners requesting connection to or disconnection from the Town utility system shall complete the required form and be charged a fee for this service as set out in the Town of Bashaw Master Rates and Schedules Bylaw; failure to notify the Town of a change in water service shall result in continued billing for this utility service account to the property owner.
3. In the event where a property is sold and the seller does not pay the Final Utility Bill, any outstanding balances become the obligation of the subsequent owner. Outstanding amounts remain with the property.
4. Outstanding Final Utility bills (due to title transfer) will be immediately placed on the property tax roll at the discretion of administration; and are not subject to the transfer fee.
5. The utility statement shall provide details for each utility service (water, sewer and garbage) provided to the property, calculated and listed as per the Utility Service Consumer Fee Schedule included in the Town of Bashaw Master Rates and Schedules Bylaw.
6. A fixed flat fee is applied to every utility service account monthly, and an additional fee is applied for the consumer's usage as set out in the Town of Bashaw Master Rates and Schedule Bylaw.
7. The fixed flat fee is applicable whether a property is occupied or not.
8. Utility service fees are non-negotiable and it is the responsibility of the property owner to ensure water leaks and breaks are dealt with quickly to avoid excessive consumer fees.
9. The utility statement shall be processed and mailed to the property owner every month.
10. The payment of the utility service account shall be due and payable when the account is rendered and failure to receive a statement shall in no way affect the liability of the property owner to pay the account.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760 - 2014

TITLE:	**UTILITY SERVICE ACCOUNT PROCEDURE POLICY CONT'D**		
SECTION:	**3 PUBLIC WORKS**	**APPENDIX:**	**A**
REFERENCE MOTION #	**067 - 2018**	**DATE:**	**April 5, 2018**
AMENDING BYLAW #	**824-2023**	**DATE 3rd and final reading:**	**November 15, 2023**

11. Payment of utility bill can be processed at the Town Office counter during regular business hours with cash or debit or cheque or pre-authorized payment processed on the fifteenth of the month. Customers can also drop off their payment in the outside mail drop after hours or send it by mail. Online banking is also available or payment can be made at designated sites in the community.
12. Payment is processed in accordance to the date stamped or recorded on the payment stub or document by the office, bank or post office.
13. All outstanding balances on the property owner's utility service account after the due date shall be charged a penalty in accordance with the Town of Bashaw Master Rates and Schedules Bylaw and levied on the first day of the month.
14. Any property owner(s) with an outstanding utility balance shall be sent notice of the outstanding amount and penalty applied to the account on their next utility statement; reminder letters are not sent out.
15. All outstanding utility account balances that are overdue more than sixty days (60) on November 15th shall be rolled into the property owner's tax account and henceforth, the total balance now in the tax account shall be charged a transfer fee (referenced in Schedule A, Utility Service Consumer fee, subsection 10) and penalties in accordance with the penalty bylaw.
16. All property owners requesting utility service for new construction must install a water meter at their own cost and comply with the regulations for installation and care as set out in the Water and Wastewater Bylaw.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: WATER RESTRICTION PENALTIES

SECTION: 3 PUBLIC WORKS **APPENDIX:** A

BYLAW # 778-2018 **DATE:** MARCH 22, 2018

REFERENCE MOTION

Referencing Section 7, Bylaw # 778 – 2018

Offense	Amount
1st Offense	$100.00
2nd Offense	$250.00
3rd Offense	$800.00

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: RECREATION ADVERTISING FEES
SECTION: 4 RECREATION **APPENDIX:** A
REFERENCE MOTION # 485-2016, 163-2026 **DATE:** August 12, 2026

PURPOSE: To establish and set down a fee schedule for advertising in the arena and at the ball diamonds in accordance to the Town of Bashaw Recreation Advertising Policy 24.20.

ADVERTISING FEES (includes GST)

1. Seasonal Ball Diamond Advertising Fees	$ 78.75
2. Event Sponsorship	$ 100.00/hr. (Based on Length of Event)
3. Naming of the sports facilities, sites and areas as per Policy or Motion	

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **RECREATION ADVERTISING POLICY**

SECTION: **4** **RECREATION** **APPENDIX:** **A**

REFERENCE MOTION # & POLICY #: **484-2016, 162-2026 & 24-20** **DATE:** **AUG 12, 2026**

POLICY STATEMENT:

The Town of Bashaw sets down this policy to regulate advertising in the recreation facilities and areas and ensure quality standards are met. The Town of Bashaw determines advertising fee schedules within the Master Rates and Schedules Bylaw.

PROCEDURES:

1. All advertising in the recreation facilities and areas must meet the approval of the town.
2. Manufacturing costs are the responsibility of the advertiser and the advertiser shall retain full ownership.
3. Maintenance of the sign is the responsibility of the advertiser; signs falling into disrepair or that become unsightly shall be upgraded or replaced at the expense of the advertiser as soon as possible; neglected signs shall be removed at the discretion of administration.
4. Special event advertising or other temporary promotions
   a. For Tournaments, sport festivals, trade shows, dances, beer gardens, etc. shall not displace paid advertising already in place.
   b. Shall be taken down and removed by the host event Association or Team after the event is completed and the site returned to its original state and to the satisfaction of administration.
   c. Any proceeds or funds acquired from this type of advertising only may remain the property of the host event Association or Team.
5. Advertising designations and opportunities shall be determined by the Town.
6. Baseball Fences:
   a. Signage may be constructed from wood, plastic, metal, coroplast, or fiberglass material
   b. Signage must be a minimum of 36" by 48" and a maximum of 36" by 120" in size.
7. Advertisers will be requested to pay in advance for a set advertising term.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: BASEBALL DIAMOND USER FEES

SECTION: 4 RECREATION **APPENDIX:** A

REFERENCE MOTION # 069-2013,121-2025 **DATE** JULY 10, 2025

AMENDING BYLAW: 836-2025 THIRD AND FINAL READING : SEPTEMBER 17, 2025

BALL DIAMOND FEES: (all fees include GST)

A.	Seasonal Fee Per Team (not including tournaments)	
	i. Adult	$ 262.50
	ii. Youth (18 years and younger)	$ 210.00
	iii. Minor Ball (per child)	$ 20.00
B.	Tournaments (per diamond per day)	
	i. Adult	$ 57.50
	ii. Youth (18 years and younger)	$ 47.00
C.	Damage Deposit / Cancellation Fee for Tournaments	$ 125.00
D.	Ball Box Key Deposit	$ 50.00