

CITY OF PORTAGE LA PRAIRIE
BY-LAW NO.11-8532

BEING A BY-LAW OF THE CITY OF PORTAGE LA PRAIRIE to revise and update the fees payable to the City of Portage la Prairie for municipal services rendered under the authority of The Municipal Act, The Planning Act, The Noxious Weeds Act, and the By-laws of the City.

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

NOW THEREFORE, THE COUNCIL OF THE CITY OF PORTAGE LA PRAIRIE IN OPEN SESSION ASSEMBLED HEREBY ENACTS AS A BY-LAW AS FOLLOWS:

1. THAT this By-law shall be known as **THE FEES AND CHARGES BY-LAW** for the year 2012;
2. THAT the fees and charges payable to the City of Portage la Prairie for services rendered by officers and employees of the City shall be as set out in the following schedules attached hereto;

Schedule "A"	Public Safety Department
Schedule "B"	Operations Department
Schedule "C"	Economic and Community Development
Schedule "D"	Finance and Administration

3. THAT Council may from time to time, by resolution, amend each and every schedule attached to this by-law.
4. THAT the fees and charges set out in the schedules attached to this by-law shall take precedence over any other by-law.
5. THAT all fees and permits related to planning are approved as set by the Portage la Prairie Planning District.
6. THAT all fees related to disposal of solid waste at the solid waste disposal site are approved as set by the Portage la Prairie Regional Landfill Authority.
7. THAT all fees related to recreational facilities and programs are approved as set by the Portage Regional Recreation Authority.
8. THAT any unpaid fees or charges owed to the City by any tax payer including any penalties related thereto as well as any fines imposed on the taxpayer by the court for contravention of the City By-Laws may be added to the taxes of the said tax payer and may be collected or enforced in the same manner as a tax as defined by the Municipal

**City of Portage la Prairie
Fees and Charges By-Law No. 11-8532**

Act, L.M. 1996 c.58.

9. THAT this By-Law shall come into force and effect on January 1, 2012.

10. THAT By-Law No. 10-8493 is hereby repealed.

DONE AND PASSED AS A BY-LAW OF THE CITY OF PORTAGE LA PRAIRIE BY
THE COUNCIL THEREOF IN OPEN SESSION ASSEMBLED THIS 24th DAY
OF October, 2011.

[original signed by Earl Porter]
Mayor

[original signed by Sharon Williams]
Manager of Administration

Read a 1st time this 11th day of October, 2011

Read a 2nd time this 24th day of October, 2011

Read a 3rd time this 24th day of October, 2011

FEES AND CHARGES BY-LAW

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SCHEDULE "A" - Public Safety Department

1. Fire Alarms	
The annual rental payable for fire alarm shall be	400.00
2. Fire Fighting Services Outside Boundaries of the City (at MPI current rates) excluding the R.M. of Portage la Prairie and Dakota Tipi First Nation as per agreement	
a) Each hour or portion thereof	907.00
3. Rescue Services Outside Boundaries of the City (at MPI current rates) excluding mutual aid:	
a) Basic Calls	681.00
b) Complex Calls	907.00
4. Fire Fighting Services Within the Boundaries of the City (at MPI current rates) when it is a vehicle owned by a non-resident	
a) Each hour or any portion thereof	907.00
5. Rescue Services Within the Boundaries of the City (at MPI current rates) when it is a vehicle owned by a non-resident:	
a) Basic Calls	681.00
b) Complex Calls	907.00
6. Fire Inspection Services	
a) File Searches	60.00
7. Animal Control	
a) <u>Dog or Cat Licenses:</u>	
The annual fee payable for dog or cat licenses shall be as follows:	
i. Dangerous Animal, the sum of	250.00
ii. For each male dog or cat, the sum of (<i>no charge if purchased between January 1 and March 31</i>)	30.00
iii. For each female dog or cat, the sum of (<i>no charge if purchased between January 1 and March 31</i>)	30.00
iv. For each spayed female dog or cat or neutered male dog or cat (<i>no charge if purchased between January 1 and March 31</i>)	15.00

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v.	Replacement of lost dog or cat license	5.00
vi.	Companion Dog (with proof)	No Charge
vii.	For dog or cat acquired after August 31 (excluding dangerous dogs)	50% of above schedule No Charge
viii.	Transfer fee to new owner	100.00
ix.	Penalty for failing to obtain a valid pet license	
x.	Application for Excess Animal Permit (non-refundable – includes 1 st year inspection fee)	150.00
xi.	Inspection of premises for excess animals (annual)	75.00
b)	<u>Impoundment:</u> The fee payable for the impoundment of dogs and cats shall be as follows:	
i.	Per day or part thereof	
▪	Dogs or cats	15.00
▪	Dangerous dogs	25.00
ii.	Veterinary fees – cats and dogs	Actual
c)	<u>Restricted Animals</u> The annual fee payable for a license to keep a restricted animal as defined in the Animal Control By-Law, if approved by Council shall be	100.00
d)	<u>Penalties</u>	
i.	For a first offence	100.00
ii.	For a second offence, occurring within 12 months of the first offence	250.00
iii.	For a third offence, occurring with 12 months of a second offence	500.00
If the penalty is not paid by due date (30 days from date of offence) charges upon conviction:		
i.	First offence	250.00
ii.	Second offence	500.00
iii.	Third offence	1000.00
Or imprisonment for term not exceeding 3 months, or both such fine and such imprisonment (Sec. 249 Municipal Act)		
Interference or obstruction of the duties of an Animal Control Officer or imprisonment for a term of not more than 60 days, or both, plus all applicable costs and penalties.		1000.00

8. Traffic By-Law:

- a) Parking Meter Rates
The fees payable for metered parking spaces set out in the City of Portage la Prairie Traffic By-Law for each 6 minutes of parking shall be 0.05

- b) Towing Fees
The fees payable for towing and impounding of a vehicle under the Traffic By-Law shall be Actual costs

- c) Parking Ticket Fines
When a summons is left in or affixed to the vehicle or handed to the owner or operator thereof, the full fine may be paid in disposition of the offence as follows:
 - i. Overtime parking in a metered space 25.00
 - ii. Parking violation of snow removal ban or routine snow removal 40.00
 - iii. Any other stopping, standing or parking violation 30.00

If the ticket is paid within 12 days from the time that a summons is left in or affixed to the vehicle or handed to the owner or operator thereof, a discounted rate may be paid in disposition of the offence as follows:

 - i. Overtime parking in metered space 5.00
 - ii. Parking in violation of snow removal ban 30.00
 - iii. Any other stopping, standing or parking violation 10.00

- d) Parade Permit No Charge

- e) Special Parking Permits No Charge

- f) Replacement of Special Parking Permits No Charge

- g) Metered Parking Space Rental No Charge

- h) Recovery of Bicycle from Impoundment No Charge

- i) Lien Charge on Vehicle 60.00

9. Criminal Record Checks

- a) Criminal Record Checks for volunteer and Non-Profit organizations No Charge

- b) All other requests for Criminal Records Checks 25.00

SCHEDULE "B" - Operations Department

1. Solid Waste:

The fees payable for the collection of solid waste & recyclables, *including* GST:

- a) Multi Family Dwellings – for amount greater than permitted by Solid Waste By_Law
 - i. 2 cubic meter bin (per lift) Per Contract*
 - ii. 3 cubic meter bin (per lift) Per Contract*
 - iii. 363 litre cart (per lift) Per Contract*
 - iv. 242 litre cart (per lift) Per Contract*
 - v. Locks and lids Per Contract*

*plus administration and tipping fee allowance of 30%

- b) Solid Waste/Recycling - the fee chargeable for:
 - i. Retail outlets for resale of tags(GST Exempt) .90
 - ii. Each solid waste tag (GST Exempt) 1.00
 - iii. First Recycling Box N/C
 - iv. Each additional Recycling Box Deposit (GST Included) 10.00
 - v. Compost bin 35.00
 - vi. Collection service fees(per dwelling unit)
 - Solid Waste (annual fee, billed quarterly) 75.00
 - Recycling(annual fee billed quarterly) 25.00
 - vii. Rural Municipality Residents Recycling Box (cost plus 30%) 13.00

2. Sidewalk Snow Clearing:

The fees chargeable for sidewalk snow clearing in commercial areas in accordance with the Highway Traffic By-Law shall be:

- a) Per 20m frontage or portion thereof (shovel) 30.00
- b) Minimum charge (Shovel) 60.00
- c) Per Meter Frontage (Loader) 8.00

3. Cemetery:

All fees are subject to GST unless otherwise specified:

- a) Hillside Memorial Park Cemetery shall be:
 - i. Adult grave (includes cement base for monument) 930.00
 - ii. Stillborn & infant up to 2 years 254.00

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iii. Cremation grave		453.00
b) The fees chargeable for the purchase of cemetery graves at <u>St. Mary's Cemetery</u> and <u>Hillside Cemetery</u> shall be:		
i. Adult grave		833.00
ii. Stillborn & infant up to 2 years		209.00
iii. Cremation grave		361.00
c) The opening and closing of graves shall be:		
i. Adult grave (all seasons)		618.00
ii. Stillborn & infant up to 2 years		Nil
iii. Cremation grave		309.00
d) Double depth interment shall be:	Double the prevailing rate	
e) Disinterment	Double the prevailing rate for interment	
f) Funeral Services leaving the cemetery after 4:00 p.m. on a week day shall have an additional charge of:		
i. Cremation		63.00
ii. Traditional		123.00
g) Funeral Services on a Saturday or holiday shall have an additional charge of:		
i. Cremation		97.00
ii. Traditional		168.00
h) Monument permit (GST Exempt)		11.00
i) Transfer of cemetery deed title(GST Exempt)		23.00
j) Columbarium – perpetual care		
i. Opening/closing		52.00
ii. Opening/closing after 4 pm weekday		62.00
iii. Opening/closing Saturday/holiday		93.00
4. Rental of Traffic Control Device: (GST Extra)		
The fees chargeable for rental of traffic control devices for 3 days or fewer shall be:		
	Rate	Deposit for first 5 units (Repl. Cost)
Snow Fence (50ft)	10.00	20.00
Snow Fence (100ft)	20.00	40.00
Posts	.30	1.00

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Barricades (Neighbourhood Block Parties)	FREE	15.00
Barricades	2.00	15.00
Pylons	.50	8.00
5. Fees for Special Services: (GST extra, unless otherwise noted)		
a) For Custom Work (Labour & Material)	Actual cost plus 30%	
Overtime rates may apply		
b) For a Building Service Connection Permit (includes survey check)		135.00
c) For office:		
a. Blueprinting – per sheet		18.00
b. Eades Map – per page		23.00
c. Zoning Map		23.00
d. Standard Specifications		23.00
e. Drawing Plots		23.00
d) For Septic Truck Dumping – per load (14,000 L or part)		20.00
e) Water meter calibration	As per Current Water/ Sewage Rate By-Law	
f) Water meter re-sealing		40.00
If in crawl space or under mobile		135.00
Meter by-pass re-sealing		150.00
g)		
a. ARB relocation and/or wiring repair (Exterior Move using existing wiring)		55.00
b. ARB relocation and/or wiring replacement from meter.		75.00
i. If in crawl space or under mobile home		175.00
c. Inspection for water leaks (request for)		50.00
i. If under a mobile home		
d. Missed appointment charge		150.00
		20.00
h) Lot Grading/Staking/Footing Check – per lot (includes first lot grade check)		180.00
i) Lot Grade or Foot Grade Check – per lot (subsequent)		130.00

	Cost + 30%
j) Private Water Testing (min \$30.00 labour charge)	
k) Water Service Activations/Deactivations (in accordance with the Public Utilities Board and the Current Water/Sewer Rate By-Law): (not applicable to GST)	
i. Residential	
ii. Residential – afterhours	
iii. Commercial/construction	
iv. Commercial/construction – afterhours	
v. Reconnection fee (for unpaid accounts)	
vi. Reconnection fee - afterhours	
vii. Damaged water meter change out/repair	
viii. Change to water/sewer user	
l) Development Drawing & Specification Review	
i. 1 st and 2 nd review	N/C
ii. 3 rd review	62.00/hr
6. Trees/Hedges/Shrubs:	
The fee chargeable for: Includes 10% Administration Fee)	
a) trimming/removal	Cost + 30%
b) minimum charge	60.00
c) Reforestation per tree (Urban Forestry Policy)	200.00
7. Noxious Weeds:	
The fee payable for the cutting of Noxious Weeds under the Noxious Weeds Act shall be: (Includes 10% Administration Fee)	
a) Minimum per parcel	60.00
b) Per Acre	105.00
c) Maximum as Per Act	500.00
8. Fire Hydrant Use (Temporary)	
a) Application fee	40.00
b) Rental charge	60.00/day
c) Water (bulk sales rate) per 1,000 gallons	As per Current Water/ Sewage Rate By-Law
d) Gate valve/backflow prevention valve/lock, meter prorated with minimum charge of	60.00/month 30.00
9. Surplus Equipment/Materials (GST Extra)	
a) Culvert	

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▪ New – Cost	Actual including shipping + 10% Administration Fee
▪ Used (good) per meter	16.00
▪ Used (fair) per meter	11.00
b) Misc. used pipe – per meter	16.00
c) Drums – each	11.00
d) Cold mix asphalt	
▪ per tonne (includes 10% Admin. Fee)	175.00
▪ per cubic meter	438.00
e) Rootx 15 root getter – per 50 feet of service line (Includes 10% Administration Fee)	55.00
f) Calcium Chloride – per bag (Includes 10% Administration Fee)	55.00
g) Asphalt Millings (not delivered, not loaded) per tonne	10.00
10. Traffic By-Law	
a) Curb cut/driveway permit	25.00
b) Culvert Permit (includes survey)	120.00
c) Excavation Permit	No Charge
11. Fees for Private Hydrant System Connections (Annual):	As per the Current Water/ Sewage Rate By-law
12. Equipment Rental	
The fees chargeable for Equipment Rental shall be as follows: (GST & PST Extra as Applicable)	
* Note: Shift Premium or overtime rates may apply.	

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<i>Item</i>	<i>Hourly Rental of Item</i>	<i>Regular Time Hourly Labour to be Included with Rental of Item *</i>	<i>30% Overhead on Hourly Labour</i>	<i>Regular Time Total</i>	<i>Double Time Hourly Labour To be Included with Rental Item *</i>	<i>Double Time 30% Overhead on Hourly Labour</i>	<i>Double Time Total</i>
5 yd. Truck	27.00	27.00	8.00	62.00	54.00	16.00	97.00
Sander	98.00	27.00	8.00	133.00	54.00	16.00	168.00
1 ton Truck/Crew Cab/Van or ½ Ton Truck Daily Charge	39.00 daily plus .42/km	27.00	8.00	39 +35/hr plus .42/km	54.00	16.00	
1 ton Truck/Crew Cab/Van or ½ Ton Truck Minimum Charge	19.00 plus .42/km	27.00	8.00	19 +35/hr plus .42/km	54.00	\$16.00	
6" Pump (excludes fuel)	99.00/Day			99.00/Day			
4" Pump	82.00/Day			82.00/Day			
3" Pump	67.00/Day			67.00/Day			
2" Pump Centrifugal	49.00/Day			49.00/Day			
2" Diaphragm Pump	49.00/Day			49.00/Day			
Mosquito Fogger (2 Staff) (<i>excl. chemical</i>)	11.00	52.00	16.00	79.00	104.00	32.00	147.00
Steamer & ½ ton	44.00	52.00	16.00	112.00	104.00	32.00	180.00
Energizer & 1/2 ton	55.00	52.00	16.00	123.00	104.00	32.00	191.00
Roto-Rooter & van	15.00	52.00	16.00	83.00	104.00	32.00	151.00
Flat Cable & Van	13.00	52.00	16.00	81.00	104.00	32.00	149.00
Flusher Bag & Van	13.00	52.00	16.00	81.00	104.00	32.00	149.00
Sewer Jet (Vactor)	67.00	52.00	16.00	135.00	104.00	32.00	203.00
416 Cat Extend-A-Hoe	48.00	27.00	8.00	83.00	54.00	16.00	118.00
580 Case Super M Extend-A-Hoe	48.00	27.00	8.00	83.00	54.00	16.00	118.00
621 Case	68.00	27.00	8.00	103.00	54.00	16.00	138.00
Bob Cat (skidsteer)	28.00	27.00	8.00	63.00	54.00	16.00	98.00
Bobcat Daily Rate				440.00			656.00
Air Compressor/ Roller	28.00	27.00	8.00	63.00	54.00	16.00	98.00
Street Sweeper (Highways Dept)	84.00	27.00	8.00	119.00	54.00	16.00	154.00
Street Sweeper Private							151.00

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<i>Item</i>	<i>Hourly Rental of Item</i>	<i>Regular Time Hourly Labour to be Included with Rental of Item *</i>	<i>30% Overhead on Hourly Labour</i>	<i>Regular Time Total</i>	<i>Double Time Hourly Labour To be Included with Rental Item *</i>	<i>Double Time 30% Overhead on Hourly Labour</i>	<i>Double Time Total</i>
Grader 158 H.P. Summer	118.00	27.00	8.00	153.00	54.00	16.00	188.00
Grader 158 H.P. Winter	118.00	27.00	8.00	153.00	54.00	16.00	188.00
Hydraulic Boom Truck *	105.00	27.00	8.00	140.00	54.00	16.00	175.00
Bucket Truck	67.00	52.00	16.00	135.00	104.00	32.00	203.00
Stumper & Tractor	61.00	27.00	8.00	96.00	54.00	16.00	131.00
Chipper & Truck (2 Staff)	88.00	52.00	16.00	156.00	104.00	32.00	224.00
Paint Sprayer (Walk Behind)	25.00	27.00	8.00	60.00	54.00	16.00	95.00
Paint Sprayer Ride On	39.00	27.00	8.00	74.00	54.00	16.00	109.00
Snow Blower Cemetery	20.00	27.00	8.00	55.00	54.00	16.00	90.00
Fork Lift	23.00	27.00	8.00	58.00	54.00	16.00	93.00
Roller Double Drum(Without man)	35.00			35.00			
Plate Packer (Without Man)	44.00/day			44.00/day			
Vacuum Truck	75.00	27.00	8.00	108.00	54.00	16.00	145.00
Video Camera: Per Service:(1hr) Per Add. Hour: Minimum Charge:	233.00 89.00 233.00	Included		233.00 89.00 233.00			
Generator (250Kw) Standby	552.00/day or 1673.00/week	Set-Up		552.00/day or 1673.00/week			
Generator (250Kw) Prime Continuous (excludes fuel)	1311.00/day or 3935.00/week	Set-Up		1311.00/day or 3935.00/week			

Note: Shift Premium May Apply

SCHEDULE “C” - Economic & Community Development

- 1. Island of Lights**
 - a) Passenger vehicles and vans 7 persons or fewer 10.00/vehicle
 - b) Passenger vans of 8 – 13 persons 20.00/vehicle
 - c) Vehicles of 14 – 25 persons 30.00/vehicle
 - d) Tour buses of 26 – 50 persons 60.00/visit
 - e) Hay ride operators 30.00/visit
 - f) Bulk Passes (min. of 50 purchased) 8.00 each

- 2. Other:**
 - a) City Pins 1.00/ea.
 - b) City Pins including mailing 2.00/ea.
 - c) Zoning By-Law with Maps (includes tax) 44.00
 - d) Zoning Maps Only 17.00

- 3. Development Agreement Fees:**
 - a) Application Fees
 - i. One Lot only – no development agreement 75.00
 - ii. More than one lot
 - Legal costs 100.00/lot
 - Engineering costs Actual
 - Other Actual

- 4. Capital Levy – all applications:**

Per each new lot or dwelling unit created 500.00/unit or lot

- 5. Recreation Dedication:**

10% of total subdivision area or 300.00 per lot/Council discretion

SCHEDULE "D" - Finance and Administration
(GST NOT APPLICABLE UNLESS OTHERWISE NOTED)

1. Taxes

a) Tax Certificate:

The fees chargeable for a Tax Certificate with respect to the land described in each entry in the tax collectors' roll for which a tax certificate is furnished

25.00

b) Tax Sale Costs

50.00 Administration fee

plus actual costs

c) Tax Statement photocopies

5.00 per roll number

d) Tax Account print outs

5.00 per roll number

e) Tax Sale Agreement Administration Fee

100.00

2. Livery Driver's Permit and Livery License:

a) The fee chargeable for a livery permit shall be

18.00

b) The fee chargeable for a livery license shall be

20.00

3. Photocopying:

The fees chargeable for photocopying shall be:

a) Information required to be provided under the Municipal Act, Sec. 263(1), eg. By-laws, minutes etc.

i. Fewer than 21 pages

No Charge

ii. 21 or more pages, per page

.15

b) General Information

i. Per page, single sided

.25

ii. Per page, double sided

.30

4. Returned Cheques:

The Fee chargeable for each returned cheque shall be

25.00

5. Copy of Voters List:

If the Council of the Local Authority so provides by resolution surplus copies of the Voters List

a) To persons provided for in the resolution who certify in writing that they require the list for a political purpose or for federal or provincial electoral purposes and

b) On any terms as to payment that the resolution provides;

The fee for each Voters List shall be

30.00

6. Copy of Water and Sewer Bill Account	3.00
7. Burglary and Robbery Alarm Systems (in accordance with the Alarm By-Law:	
a) The fee payable for a permit for an alarm system:	
i. Upon installation or within 30 days of receipt of notice	No Charge
ii. After 30 days of receipt of notice	50.00
b) Excessive False Alarm Fee – subsequent to three false alarms within a twelve month period	50.00
8. Garage Sale Licenses:	
a) The fee payable for each garage sale license	5.00
b) When a garage sale license is issued after garage sale commenced	10.00
c) Garage Sale Sign Removal Fee	10.00
9. Raffle License Fees [AM by By-Law 11-8535]	Min. 2.00 or 1% of value of prize(s)
10. Business Licenses:	
a) Resident Business License Fee	100.00
b) Regional Business License Fee	150.00
c) Non-Resident Business License Fee	250.00
d) Transient Trader License Fee	500.00
e) Reproduction of Business License	25.00
f) Cancellation Fees	50.00
11. Trailer License Fees	As per Mobile Home License By- Law 7663
12. Special Event Permits (Temporary use of Sidewalks:	
a) Sidewalk Sales	No Charge
b) Block Parties	No Charge
c) Other like events	No Charge
13. Accounts Receivable:	
a) Copy of accounts receivable invoice	5.00
b) Penalties; the penalties payable on outstanding accounts receivable, commencing with the month following the month in which the account was rendered shall be	1.25% per month