

**TOWN OF TOFIELD**

**BY-LAW NUMBER 1360**

**BEING A BY-LAW OF THE TOWN OF TOFIELD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH FEES FOR PERMITS AND SERVICES PROVIDED BY THE MUNICIPALITY.**

**WHEREAS**, Section 8(c) of the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended (ACT) authorizes the Council of the Town of Tofield to provide various permits and services and establish fees for the provision of permits and services.

**NOW THEREFORE**, under the authority of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, the Council of the Town of Tofield, in the Province of Alberta, duly assembled, **ENACTS**, as follows:

1. The Schedule "A" attached to this Bylaw represents the fees, rates and charges applicable to the municipal services provided by the Town of Tofield.

That By-Law Number 1175 and any amendments, thereto, of the Town of Tofield, be and is hereby rescinded in its entirety;

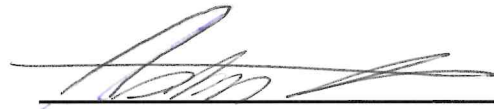
That Bylaw Number 983 and any amendments, thereto, of the Town of Tofield, be and is hereby rescinded in its entirety.

This By-Law shall be effective upon passing of the third reading

**READ** a first time this 9<sup>th</sup> day of February, A.D., 2026.

**READ** a second time this 9<sup>th</sup> day of February, A.D., 2026.

**READ** a third time this 9<sup>th</sup> day of February, A.D., 2026.

  
\_\_\_\_\_  
**MAYOR**

  
\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



**SCHEDULE A**  
**TOWN OF TOFIELD**  
**SCHEDULE OF FEES FOR SERVICES**

(NOTE: GST is included, where applicable)

**Council and Legislative Services**

Bylaws and Minutes (copies) (exclude LUB/MDP)	\$0.50 per page \$2.00 minimum per bylaw \$5.00 maximum per bylaw
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**Administrative Services**

Tax Certificate	\$40.00 per parcel
Registration of Tax Recovery	\$200.00 per parcel (includes registering And Notification Released Caveat
Tax Recovery Administration Fee	\$300.00 per parcel
Registration of Final Requisition	\$200.00 per parcel
Appeal to Local Assessment Review Board (LARB)	\$100.00
Appeal to Composite Assessment Review Board (CARB)	\$300.00
Photocopies	\$0.25/copy – black & white one sided for 1 <sup>st</sup> 10 copies. \$0.10/copy – black & white one sided for over 10 copies \$0.30/copy – black & white double sided for 1 <sup>st</sup> 10 copies \$0.15/copy – black & white double sided for over 10 copies. \$0.35/copy – 11 X17 for 1 <sup>st</sup> 10 copies \$0.25/copy – 11 X 17 for over 10 copies \$1.00/one side copy for colored for first 10 copies \$0.60/one side copy for colored over 10 copies \$0.10/copy with own paper  \$0.10/copy for per side black & white for Community Groups \$0.60/copy per side for colored copies for Community Groups \$0.25/copy per side for 11 X 17 for Community Groups.
General Research	\$30.00 per hour plus related costs (estimated and payable in advance) Chargeable at CAO discretion
Other Promotional Material	Cost plus 20%
Request for reprint Tax Notice & Utility Invoice	\$2.00 per Invoice
Paper Invoice Fee	\$2.00 per Invoice
Facsimile Service Sending & Receiving	\$2.00/page
Processing Returned Payments	\$30.00/return payment
Unpaid Accounts Receivable	1.5% on unpaid balance

**Planning & Development**

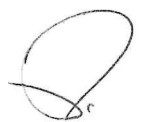
Development Permit

Residential Development Permits

Single Family Dwelling, including Manufactured Homes and Duplex Units	\$200.00
Multi Family Dwellings, includes row Housing, apartments, etc	\$300.00, plus \$50.00/dwelling unit to a maximum of \$5,000.00)
Additions/Renovations – Structural	\$125.00
Accessory Buildings (Garage/Shop)	\$125.00
Accessory Buildings (Movable Sheds) 100 Sq ft or greater	\$50.00
Decks Two Feet or higher	\$50.00
Home Occupation, Minor (as per Land Use Bylaw)	\$75.00
Home Occupation, Major (as per Land Use Bylaw)	\$150.00
Interior Renovation	
• Non-Structural i.e. Electrical Panel	Safety Code Permits may be required
• Maintenance and/or Repair	
Exterior Renovations	
• Structural	Safety Code Permits may be required
• Non Structural	
• Maintenance and/or Repair	
Dwelling Unit within Commercial Building (discretionary use)	\$200.00

Commercial, Industrial, Institutional

Commercial, Industrial, Institutional (includes Accessory Structures) Permitted Uses	\$300.00 Application Fee plus \$1.00/m2 (to a maximum of \$7,500.00)
Commercial, Industrial, Institutional (includes Accessory Structures) Discretionary Uses	\$400.00 Application Fee plus \$1.00/m2 (to a maximum of \$7,500.00)
Additions/Alterations/Renovations	\$300.00 Application Fee plus \$1.00/m2 (to a maximum of \$7,500.00)
New Tenant in Existing Building (permitted use)	\$150.00
New Tenant in Existing Building (discretionary use)	\$300.00
Change in tenancy (no change in use)	\$150.00
Temporary Uses – Maximum 2 years	\$200.00



Commercial, Industrial, Institutional con't

Signs

- Permanent (determined by the Development Officer) \$100.00
- Temporary (greater than 2 weeks) \$50.00
- Free standing Billboards – Fee To be determined by the Development Officer

Demolition Permits

- Non Residential \$100.00 plus security fee \$1000.00
- Residential \$100.00 plus security fee \$1000.00

Administrative Fees

- Compliance Certificates Single Family Residential \$100.00 plus GST

- Commercial, Industrial, Institutional Multi-Family \$200.00

Variances

- Dwelling \$75.00
- Commercial, Industrial, Institutional, Multi Family \$125.00

Land Use Bylaw On Line Only

Municipal Development Plan On Line Only

Land Use Bylaw Search (formal Letter) (confirmation of zoning) \$50.00

Application to Amend Land Use Bylaw & Municipal Development Plan \$750.00 plus Advertising Costs

Appeal to Subdivision and Development Appeal Board (may be refunded) \$500.00

Subdivision Application Fees As Established by Subdivision Authority

Development Agreement \$1,500.00 plus any legal costs incurred in Preparation of agreements

Encroachment Agreement

- Minor (e.g. fence, retaining wall) \$150.00
- Major (e.g. building structure) \$350.00

Area Structure Plan Review To be determined

Refundable Development Bond - Collected at the time of development Permit as a damage deposit against Damages to municipal road and sidewalk Infrastructure \$2,000.00

Refundable Landscaping Bond - Ensure completion of landscaping Projects - Commercial, Industrial Institutional \$1,000.00 minimum – up to a maximum or 15% of estimated construction value, whichever is greater

Refundable Landscaping Bond- Ensure Completion of Project – Residential \$1,500

Advertising & Notification (in addition to All applicable development fees e.g. Costs to notify or advertise a proposed Development)

Administrative Fees con't

- Single Family Residential uses \$75.00
- Multi-family Residential uses \$125.00
- Commercial/Industrial/Institutional \$175.00

Access to Information Act – Refer to Access to Information Act Regulations, Alta Reg 133/2025, GST not applicable

**Operations**

Grader & Operator	\$250.00/hour minimum 1 hour charge
Backhoe, Jackhammer, Bobcat, Loader & Operator	\$150.00/hour minimum 1 hour charge
Sweeper & Operator	\$200.00/hour minimum 1 hour charge
Plumbing or Camera	\$450.00 deposit – nonrefundable if on Homeowner's property.
Sander & Operator with 1 yd Sand	\$200.00/hour minimum 1 hour charge,
Extra Sand	\$60.00/yard
Flush Truck, Hydro Vac Unit	\$400/hour plus \$2.00/km Travel – minimum 1 hour charge
Genie Lift & Operator	\$150/hour minimum 1 hour charge
Laborer	\$60/hour minimum 1 hour charge
Supervisor	\$75/hour minimum 1 hour charge
Cold Mix Road Repair	\$350.00/drum quote provide at the time.

**Facilities**

Hall Rental Rates

Weddings and Dances	\$550 plus GST
Weekday, Saturday and Sunday During the Day	\$280.00 plus GST
Meeting Room & Kitchen	\$150/00 plus GST
Kitchen Only	\$90.00 plus GST
Farmer's Market	\$85
Tofield Health Foundation Supper	\$85
Floor Curling	\$50
Hourly	\$30 plus GST
Damage Deposit	\$350
Booking Deposit	50% of rental rate
Campground	\$30.00 per night

