



Rural Municipality of Meadow Lake #588 Policy

Policy #GG-006

Policy Title: Rates and Charges

Policy Objective: To establish the Rates and Charges for the various operations within the Office, Shop, and Equipment	
Authority: Council Resolution #260/17	Dated: July 10, 2017

Background:

The RM of Meadow Lake #588 completes projects and custom work as well as various office duties on behalf of other organizations, persons and groups.
 The need to keep track of costs are necessary in the Asset Management of the organization. As well, to be fair and equal when completing work on behalf of other parties.
 Therefore, the RM of Meadow Lake Council sets rates for the various operations within the Office, Shop and Equipment Rates.
 This policy should be reviewed from time to time in order to keep up with the changing prices of capital costs, repairs and cost of living.

Policy:

1. General Government Services
 - a. Commissioner for Oaths
 - i. Free to Ratepayers for the RM of Meadow Lake
 - ii. \$30.00 per signing for non-ratepayers
 - b. Assessment
 - i. Service fees are \$30/parcel for all new developments, and subdivisions each time they are placed on maintenance list.
 - ii. If there is a questionable charge, then the following applies:
 1. If the Council or CAO has made a request to have the inspection then there will be no cost to landowner, but the council member must
 - a. Make a resolution of council to have the inspection;
 - b. No charge if nothing is found on the property;
 - c. If there is an assessable piece found and was not reported earlier to the RM by the landowner, then there will be a \$30.00 charge for the inspection.

2. If a mistake has been completed by the office staff in requesting the inspection, then there will be no charge to the landowner.
3. For all of SAMA's verifications that are completed due to a change in title, then this shall be at SAMA's cost and will be invoiced back to SAMA at a rate of \$20.00 per parcel.
 - a. However, if an assessable improvement is found by SAMA in this inspection, then the cost will be invoiced to the ratepayer.
 - iii. Assessment Field sheets - \$15.00
- c. Re-stocking Fee
 - i. Culverts/Couplers - \$50.00 per piece
2. Planning and Development Services
 - a. Bylaw Amendment Fees
 - i. Map and Text – As set by the Zoning Bylaw
 - ii. Advertising – cost of actual advertisement
 - iii. Professional Planner – as per invoice from Planner
 - iv. Administration - \$100.00
 - b. Development Permits
 - i. Permitted Uses - \$100.00
 - ii. Discretionary Uses - \$200.00
 - iii. Farm related Permits (ie: Quonset, Farm Shop, etc.) – No fee required.
 - c. Building Permits
 - i. Cost of Inspector as set by Contracted Inspector
 - ii. Office Administration Fee – See Building Bylaw
 - d. Professional Planner Services
 - i. \$60.00 per hour or as per invoice
3. Transportation Services
 - a. Shop
 - i. Unless an emergency arises, the shop will not be leased or rented.
 - b. Employee Charge Rates
 - i. See Appendix A for all custom work.
 - ii. Council will NOT be encouraging custom work but rather to encourage ratepayers and non-ratepayers to work with the Contractors of the Community.
 - c. Equipment
 - i. See Appendix B for all custom work
 - ii. Council will NOT be encouraging renting out of any equipment. If equipment is requested for use, then an employee will accompany that piece of equipment and will operate that piece of equipment and the custom work will be equipment plus cost of operator at the Employee Charge Rate.

- iii. Council will encourage all ratepayers and non-ratepayers to contract the Contractors of the Community.
- d. Snow Plow Flags
 - i. **\$50.00 per flag**
 - ii. If the time spent completing the snowplowing is more than 15 minutes, then there will be an added charge for custom work at the regular custom work rate.
- 4. Invoicing
 - a. For the purpose of invoicing for custom work or fire protection, etc., Appendix A and B will be used.
- 5. Public Works Data Entry System
 - a. For the purpose of entering information into the Public Works Data Entry System:
 - i. Equipment rates will be as per Schedule B
 - ii. Labour Rates will be as per the regular (or overtime) hourly rate as per individual employee.
- 6. The Rates Review Committee has met and agree that the following process will be completed each year:
 - a. Equipment Rates
 - i. As set by the Heavy Construction Equipment Rental Guide (Rate Guide):
 - 1. The "Cost" for Pubworks shall be set as a 10% reduction from the Rate Guide and rounded up to the nearest \$10.00 (ie: $\$203.77 \times 10\% \text{ less} = \183.39 or $\$190.00$)
 - 2. The "Cost" for Ratepayers shall be set as per the Rate Guide and rounded up to the nearest \$10.00 (ie: $203.77 = \$210.00$)
 - 3. The "Cost" for Non-Ratepayers shall be set as per the Rate Guide plus \$20.00 and rounded up to the nearest \$10.00 (ie: $203.77 + 20.00 = 223.77 = \230.00)
 - b. Employee Rates
 - i. Cost will be set as per the Salary Schedule set each year plus the benefits Cost and rounded up to the nearest \$10.
 - c. Gravel Rates
 - i. Shall include:
 - 1. Crushing, Royalty, Measuring, Dipping, and Reclamation Costs as an average over all the Gravel Quarries is **\$9.00 per yard** and shall be used in pubworks costs
 - 2. See Appendix C for instructions on how the rate per yard is established