

CITY OF PORTAGE LA PRAIRIE
BY-LAW NO.10-8493

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 2011;
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. 10-8493**

Act, L.M. 1996 c.58.

9. THAT this By-Law shall come into force and effect on January 1, 2011.

10. THAT By-Law No. 09-8449 is hereby repealed.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 12th DAY
OF October, 2010.

[original signed by Ken Brennan]
Mayor

[original signed by Sharon Williams]
Manager of Administration

Read a 1st time this 27th day of September, 2010

Read a 2nd time this 12th day of October, 2010

Read a 3rd time this 12th day of October, 2010

FEES AND CHARGES BY-LAW

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SCHEDULE "A" - Public Safety Department

1. **Fire Alarms**
The annual rental payable for a 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, as per agreement
(Res. #190/05) and mutual aid
 - a) Each hour or any portion thereof 891.00
3. **Rescue Services Outside Boundaries of the City (at MPI current rates)**
excluding mutual aid
 - a) Basic calls 669.00
 - b) Complex calls 891.00
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 891.00
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 669.00
 - b) Complex calls 891.00
6. **Fire Inspection Services**
 - a) File Searches 60.00
7. **Animal Control:**
 - a) Dog or Cat Licenses:
The annual fees 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 30.00
(no charge if purchased between January 1 and March 31)
 - iii) For each female dog or cat, the sum of 30.00
(no charge if purchased between January 1 and March 31)
 - iv) For each spayed female dog or cat or
neutered male dog or cat 15.00
(no charge if purchased between January 1 and March 31)
 - 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 31st
(excluding dangerous dogs) 50% of above schedule
 - viii) transfer fee to new owner No Charge
 - ix) Penalty for failing to obtain a valid pet license 100.00

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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 within 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	1,000.00
	or to imprisonment for a 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	1,000.00
	Or imprisonment for a term of not more than 60 days, or both, plus all applicable costs and penalties.	

8. Traffic By-Law:

a)	<u>Parking Meter Rates</u> 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)	<u>Towing Fees</u> The fees payable for towing and impounding of a vehicle under the Traffic By-Law shall be	actual costs
c)	<u>Parking Ticket Fines</u> When a summons is left in or affixed to the vehicle or	

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handed to the owner or operator thereof, the full fine may be paid in disposition of the offense 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 | N/C |
| e) Special Parking Permits | N/C |
| f) Replacement of Special Parking Permits | N/C |
| g) Metered Parking Space Rental | N/C |
| h) Recovery of Bicycle from Impoundment | N/C |
| i) Lien Charge on Vehicle | 60.00 |

9. Criminal Record Checks

- | | |
|--|-------|
| a) Criminal Record Checks for volunteer and non-profit organizations | N/C |
| b) All other requests for Criminal Record 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:(Includes 10% Admin. Fee. G.S.T. Extra)

a) Per 20m frontage or portion thereof (shovel)	29.00
b) Minimum charge (Shovel)	58.00
c) Per Meter Frontage (Loader)	8.00

3. Cemetery:

All fees are subject to GST unless otherwise specified.

a) The fees chargeable for the purchase of cemetery graves at Hillside Memorial Park Cemetery shall be:

i) Adult grave (includes cement base for monument)	902.00
ii) Stillborn & infant up to 2 years (includes cement base for monument)	247.00

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iii) Cremation grave		291.00
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		809.00
ii) Stillborn & infant up to 2 years		203.00
iii) Cremation grave		350.00
c) the opening and closing of graves shall be:		
i) Adult grave (all seasons)		500.00
ii) Stillborn & infant up to 2 years		Nil
iii) Cremation grave		160.00
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:		
cremation:		61.00
traditional:		119.00
g) Funeral Services on a Saturday or holiday shall have an additional charge of:		
cremation:		94.00
traditional:		163.00
h) Monument permit (GST Exempt)		11.00
i) Transfer of cemetery deed title (GST Exempt)		22.00
j) Columbarium – perpetual care		100.00
- opening/closing		50.00
- opening/closing after 4 pm on a week day		60.00
- opening/closing on a Saturday or holiday		90.00
4. Rental of Traffic Control Devices: (G.S.T. extra)		
The fees chargeable for rental of traffic control devices for each 3 days or fewer, shall be:		
	Rate	Deposit for first 5 units (Repl. Cost)
Snow Fence (50ft)	10.00	20.00
Snow Fence (100 ft)	20.00	40.00
Posts	.30	1.00
Barricades (Neighbourhood Block Parties)	FREE	15.00
Barricades	2.00	15.00
Pylons	.50	8.00

5. **Fees for Special Services: (G.S.T 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 130.00
(includes survey check)
 - c) for office:
 - i) Blueprinting - per sheet 17.00
 - ii) Eades Map – per page 22.00
 - iii) Zoning Map 22.00
 - iv) Standard Specifications 22.00
 - v) Drawing Plots 22.00
 - d) for Septic Truck Dumping - per load (14,000L 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
if in crawl space or under mobile home 175.00
c) inspection for water leaks (request for) 50.00
if under a mobile home 150.00
d) missed appointment charge 20.00
 - h) Lot Grading/Staking – per lot (includes first lot grade check) 180.00
 - i) Lot Grade/Footing Grade Check – per lot 130.00
 - j) Private Water Testing cost + 30%
 - 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 As per the Current Water/Sewage By-Law
 - ii) residential – after hours As per the Current Water/Sewage By-Law
 - iii) commercial/construction As per the Current Water/Sewage Rate By-Law
 - iv) commercial/construction – after hours as per the Current Water/Sewage Rate By-Law

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v)	reconnection fee (for unpaid accounts) As per the Current Water/Sewage Rate By-Law	
vi)	reconnection fee (after hours) As per the Current water/Sewage Rate By-Law	
vii)	damaged water meter change out/repair As per the Current Water/Sewage Rate By-Law	
viii)	change to water/sewer user As per the Current Water/Sewage Rate By-Law	
l) Development Drawing & Specifications Review		
i)	1 st & 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 the Current Water/Sewage Rate By-Law	
d)	gate valve/backflow prevention valve/lock, meter	60.00/month
	prorated with minimum charge of:	30.00
9.	Surplus Equipment/Materials (GST Extra)	
a)	culvert	
	New – Cost(actual including shipping) + 10% admin.	
	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% Administration Fee)	170.00
	per cubic meter	425.00

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- | | |
|---|-------|
| e) Rootx 15 root getter – per 50 feet of service line | 48.00 |
| (Includes 10% Administration Fee) | |
| f) Calcium Chloride – per bag (Includes 10% Administration Fee) | 47.00 |
| 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 Connection (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	\$26.00	\$26.00	\$8.00	\$60.00	\$52.00	\$16.00	\$94.00
Sander	\$95.00	\$26.00	\$8.00	\$129.00	\$52.00	\$16.00	\$163.00
1 ton Truck/Crew Cab/Van or ½ Ton Truck Daily Charge	\$38.00 daily plus .42/km	\$26.00	\$8.00	\$72.00 plus .42/km	\$52.00	\$16.00	
1 ton Truck/Crew Cab/Van or ½ Ton Truck Minimum Charge	\$17.00 plus .42/km	\$26.00	\$8.00	\$51.00 plus .42/km	\$52.00	\$16.00	
6" Pump (excludes fuel)	\$96.00/Day			\$96.00/Day			
4" Pump	\$80.00/Day			\$80.00/Day			
3" Pump	\$65.00/Day			\$65.00/Day			
2" Pump Centrifugal	\$48.00/Day			\$48.00/Day			
2" Diaphragm Pump	\$48.00/Day			\$48.00/Day			
Mosquito Fogger (2 Staff)	\$11.00	\$50.00	\$15.00	\$76.00	\$100.00	\$30.00	\$141.00
Steamer & ½ ton	\$43.00	\$50.00	\$15.00	\$108.00	\$100.00	\$30.00	\$173.00
Energizer & 1/2 ton	\$53.00	\$50.00	\$15.00	\$118.00	\$100.00	\$30.00	\$183.00
Roto-Rooter & van	\$15.00	\$50.00	\$15.00	\$80.00	\$100.00	\$30.00	\$145.00
Flat Cable & Van	\$13.00	\$50.00	\$15.00	\$78.00	\$100.00	\$30.00	\$143.00
Flusher Bag & Van	\$13.00	\$50.00	\$15.00	\$78.00	\$100.00	\$30.00	\$143.00
Sewer Jet (Vactor)	\$65.00	\$50.00	\$15.00	\$130.00	\$100.00	\$30.00	\$195.00
416 Cat Extend-A-Hoe	\$47.00	\$25.00	\$8.00	\$81.00	\$52.00	\$16.00	\$115.00
580 Case Super M Extend-A-Hoe	\$47.00	\$26.00	\$8.00	\$81.00	\$52.00	\$16.00	\$115.00
621 Case	\$66.00	\$26.00	\$8.00	\$100.00	\$52.00	\$16.00	\$134.00
Bob Cat	\$27.00	\$26.00	\$8.00	\$61.00	\$52.00	\$16.00	\$95.00
Bobcat Daily Rate				\$427.00			\$637.00
Air Compressor/ Roller	\$27.00	\$26.00	\$8.00	\$61.00	\$52.00	\$16.00	\$95.00
Street Sweeper (Highways Dept)	\$82.00	\$26.00	\$8.00	\$116.00	\$52.00	\$16.00	\$150.00
Street Sweeper Private							\$147.00

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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 120 H.P. Summer	\$102.00	\$26.00	\$8.00	\$136.00	\$52.00	\$16.00	\$170.00
Grader 158 H.P. Winter	\$115.00	\$26.00	\$8.00	\$149.00	\$52.00	\$16.00	\$183.00
Hydraulic Boom Truck *	\$102.00	\$26.00	\$8.00	\$136.00	\$52.00	\$16.00	\$170.00
Bucket Truck	\$65.00	\$50.00	\$15.00	\$130.00	\$100.00	\$30.00	\$195.00
Stumper & Tractor	\$59.00	\$26.00	\$8.00	\$93.00	\$52.00	\$16.00	\$127.00
Chipper & Truck (2 Staff)	\$85.00	\$50.00	\$15.00	\$150.00	\$100.00	\$30.00	\$215.00
Paint Sprayer (Walk Behind)	\$24.00	\$26.00	\$8.00	\$58.00	\$52.00	\$16.00	\$92.00
Paint Sprayer Ride On	\$38.00	\$26.00	\$8.00	\$72.00	\$52.00	\$16.00	\$106.00
Snow Blower Cemetery	\$19.00	\$26.00	\$8.00	\$53.00	\$52.00	\$16.00	\$87.00
Fork Lift	\$22.00	\$26.00	\$8.00	\$56.00	\$52.00	\$16.00	\$90.00
Roller Double Drum(Without man)	\$34.00			\$34.00			
Plate Packer (Without Man)	\$43.00/day			\$43.00/day			
Vacuum Truck	\$73.00	\$26.00	\$8.00	\$107.00	\$52.00	\$16.00	\$141.00
Video Camera: Per Service:(1hr) Per Add. Hour: Minimum Charge:	\$226.00 \$86.00 \$226.00	Included		\$226.00 \$86.00 \$226.00			
Generator (250Kw) Standby	\$536.00/day or \$1624.00/week	Set-Up		\$536.00/day or \$1624.00/week			
Generator (250Kw) Prime Continuous (excludes fuel)	\$1273.00/day or \$3820.00/week	Set-Up		\$1273.00/day or \$3820.00/week			

***Note: Shift Premium May Apply**

SCHEDULE “C” - Economic & Community Development

1. Island of Lights

- | | |
|---|---------------|
| a) passenger vehicles and vans 7 persons or fewer | 5.00/vehicle |
| b) passenger vans of 8 – 13 persons | 10.00/vehicle |
| c) vehicles of 14 – 25 persons | 20.00/vehicle |
| c) tour buses of 26 - 50 persons | 50.00/visit |
| d) hay ride operators | 20.00/visit |

2. Other:

- | | |
|--|-----------|
| a) City Pins | 1.00/ea. |
| b) City Pins including mailing | 2.00/ea |
| c) Zoning By-Law with Map (includes tax) | 44.00 |
| d) Zoning Map | 17.00/ea. |

3. Development Agreement Fees:

- | | |
|---|-----------|
| a) Application Fees | |
| i) One Lot only – no developers agreement | \$75.00 |
| ii) More than one lot | \$100/lot |
| - Legal costs | Actual |
| - Engineering costs | Actual |
| - Other | Actual |

4. Capital Levy – all applications:

- | | |
|---|-------------------|
| Per each new lot or dwelling unit created | \$500/unit or lot |
|---|-------------------|

5. Recreation Dedication:

10% of total subdivision
area or \$300/lot/Council
discretion

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

1. **Taxes:**
 - a) **Tax Certificate:**
The fee 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 20.00
5. **Copy of the 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 chargeable for each Voters List shall be: 30.00

- | | |
|---|-------------------------------------|
| 6. Copy of Water & 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 | NIL |
| 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 | min 2.00 or 1% of value of prize(s) |
| 11. 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 BL 7663 |
| 12. Special Event Permits (Temporary Use of Sidewalks) | |
| Sidewalk Sales | No Charge |
| Block Parties | No Charge |
| 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 |