

**VILLAGE OF KITSCOTY  
FEES AND CHARGES BYLAW  
BYLAW NO. 01-2017**

**A BYLAW** OF THE VILLAGE OF KITSCOTY IN THE PROVINCE OF ALBERTA PROVIDING FOR THE PURPOSE OF SETTING FEES FOR GOODS AND SERVICES PROVIDED BY THE VILLAGE OF KITSCOTY IN ACCORDANCE WITH THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA, 2000, CHAPTER M-26 AND AMENDMENTS THERETO:

**WHEREAS**, in accordance with the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments; and the Freedom of Information and Protection of Privacy Act, S.A., 1994, Chapter F-185-5, as amended, a municipality must make certain information available to the public; and

**WHEREAS**, in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, a municipality may pass a bylaw establishing fees to charge for providing information.

**WHEREAS**, in accordance with the Municipal Government Act, and amendments thereto, a municipality may pass a bylaw establishing fees to charge for providing goods and services,

**GIVEN THAT**, Council considers it expedient and in the public interest to establish by Bylaw provisions respecting the collection and charging of fees, in connection with the operation of the Village of Kitscoty goods and services provided to individuals or organizations.

**NOW THEREFORE** the Council of the Village of Kitscoty, duly assembled, enacts as follows:

1. This bylaw may be cited as the "Fees and Charges Bylaw".
2. That a fee shall be established for inspection of the assessment roll during regular business hours, which is required by the MGA section 307.
3. The fee schedule for goods and services, as outlined in Schedule "A" attached hereto and forming part of this bylaw and which authorizes the rates to be charged to individuals or organizations.
4. That a waiver or reduction of fees established by this bylaw may only be granted under the discretion of the Village of Kitscoty Chief Administrative Officer or Assistant Chief Administrative Officer but exercising such discretion shall be reported to Council at the next scheduled Council meeting.
5. All previous rates for fees and charges and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those goods and services.
6. This bylaw repeals, supersedes and takes precedence over Bylaw 05-2015 and Bylaw 08-2015 and all previously passed bylaws that refer to Fee Schedules for Fees and Charges, as well as any previously passed motions that may be in conflict with this bylaw.

**SHOULD** any provision of this Bylaw be determined to be invalid, then such provision shall be severed and the remaining bylaw shall be maintained.


**THIS** Bylaw shall come into force and effect upon receiving third and final reading and having been signed by the Mayor and Chief Administrative Officer.

**INTRODUCED AND READ A FIRST TIME THIS** 20<sup>TH</sup> **DAY OF** MARCH, A.D. 2017.

**READ A SECOND TIME THIS** 20<sup>TH</sup> **DAY OF** MARCH, A.D. 2017.

**READ A THIRD TIME AND FINALLY PASSED THIS** 20<sup>TH</sup> **DAY OF** MARCH, A.D. 2017.

Daryl Frank  
Mayor  
J. Williams  
Chief Administrative Officer



**SCHEDULE "A"**  
**FEES & CHARGES FOR GOODS AND SERVICES**

<b>General Office</b>	
Item	Fee
<b>Outside of a FOIP Request:</b> 1. For locating and retrieving a record Supervising the examination of a record For preparing and handling a record for disclosure	<b>NO GST</b> \$27.00 per hour (1 <sup>st</sup> ¼ hour free)
2. For producing a record from an electronic record: a. Computer processing and related charges b. Computer programming	<b>NO GST</b> Actual cost to public body \$40.00 per hour
3. For shipping any item requested	<b>NO GST</b> Actual amount incurred
4. Document Provision (single or double sided): a. Photocopies b. Hard copy laser print c. Computer printouts	<b>INCLUDES GST AND TIME</b> \$0.25 per page Black and White \$0.45 per page Color
5. Fax Machine Services ( <b>Overseas calls not allowed</b> ): <u>Public:</u> a. Outgoing Canada b. Outgoing United States c. Outgoing Toll Free Numbers d. Incoming  <u>Staff:</u> e. Outgoing long distance; f. Outgoing local; g. Incoming	<b>GST INCLUDED</b>  \$2.00 each first page \$1.00 each additional pages \$3.00 each first page \$1.00 each additional pages \$1.00 each first page \$0.50 each additional pages \$0.50 per page  \$1.00 each per page; \$0.25 each per page; \$0.25 each per page
6. Council Agendas and Minutes: a. Meeting agenda packages b. Approved minutes	Faxed local calls – No charge Electronic version – No charge Photocopying charges apply (depending on amount of copying, a charge of \$27.00 per hour for staff time may be levied)
7. Any other media not listed above	Actual cost to public body (NO GST)
8. Finance charges: for NSF cheques or a Stop Payment	\$30.00 per item (NO GST)

<b>Community Service – INCLUDES GST</b>	
9. Pins	Cost plus 25% (to the nearest \$0.50 or \$1.00) Cost (Non-profit local organizations) Waived (for teams participating in or hosting Provincial events)
10. Village Facility/Property Rentals: a. Kitscoty Village Council Chambers (5015-50 St) b. Kitscoty & District Regional Park Concession Building (4939-48 Ave) c. Parks and Green Spaces d. Magnetic Community Billboard	\$50.00 per day plus \$50.00 damage deposit per rental \$50.00 per day plus \$50.00 damage deposit per rental \$50.00 per day plus \$50.00 damage deposit per rental \$10.00 per week to a maximum of 4 weeks. <i>Renewals will be at the discretion of Administration.</i>
<b>Planning, Development and Taxation</b>	
11. Property Information: a. Assessment Information b. Tax certificate c. Current assessment information requested by owner of assessed property under sec 299(1) d. Parcel size or confirm legal description e. Determine long or short legal when other is known f. Photocopy of plans or portion of plans: registered, subdivision, descriptive	\$12.00 each (GST INCLUDED) \$20.00 each (NO GST) No charge No charge No charge No charge
12. Tax Recovery: a. Tax notification fee b. Tax recovery (per property and per action) c. Online property search	<b>NO GST</b> \$50.00 \$50.00 \$13.00
13. Tax Penalty	12% on all charges unpaid after June 30 of each calendar year 6% on all charges unpaid after December 31 of each calendar year
14. Land Use Bylaw	Electronic version (Available online)- No charge Hard copy – Photocopying charges apply
15. Application to amend Land Use Bylaw	\$500.00 plus Advertising costs (NO GST)
16. Subdivision and Development Appeal Board Fee	\$100.00 (NO GST)
17. Land Transfers on Village Land Sales	\$50.00 plus Land Title Charges (NO GST)
18. Zoning Compliance Letter (Only with Real Property Report less than 5 years old and no other development on property)	\$50.00 (NO GST)

<p><b>19. Development Permits:</b></p> <ul style="list-style-type: none"> <li>a. Minor work less than \$5,000.00 value</li> <li>b. Dwelling (per unit)</li> <li>c. Deck</li> <li>d. Accessory Building including sheds and garages</li> <li>e. Minor home occupations</li> <li>f. Demolition</li> <li>g. Commercial/Industrial/Institutional</li> <li>h. Discretionary use including major home occupations (notification required)</li> <li>i. Variance required (notification required)</li> <li>j. Late permit surcharge (request for permit after development is completed or underway): <ul style="list-style-type: none"> <li>i. Permitted use</li> <li>ii. Discretionary use</li> <li>iii. Variance required</li> </ul> </li> </ul>	<p><b>NO GST</b></p> <p>No Charge</p> <p>\$40.00</p> <p>\$25.00</p> <p>\$25.00</p> <p>\$25.00</p> <p>\$25.00</p> <p>\$60.00</p> <p>\$75.00</p> <p>\$75.00</p> <p>Permit fee plus 100% surcharge</p> <p>Permit fee plus 100% surcharge</p> <p>Permit fee plus 100% surcharge</p>
<b>Utility – GST EXEMPT</b>	
20. Utility deposit (refundable) as per Village Bylaw	Equivalent to a two month flat rate billing
21. Utility service disconnect/reconnect	\$75.00
22. Water meter replacement (when not initiated by Village)	Cost plus 15%
23. Garbage cart replacement	Cost
24. Outstanding utility bills and costs will be added to the applicable tax roll as authorized by the Municipal Government Act. There will be an administrative fee for the transfer and subject to penalties applicable to unpaid taxes.	\$25.00
25. Penalty (interest)	2.5% on all charges remaining unpaid after 20 days from date of billing.
<b>Animal Fees – GST EXEMPT</b>	
<p><b>26. Animal Tags:</b></p> <ul style="list-style-type: none"> <li>a. Dog Tag (Max 2 Dogs per residence)</li> <li>b. Cat Tag (Max 2 Cats per residence)</li> <li>c. Replacement Tag</li> </ul>	<p>Animal tags are to be renewed yearly</p> <p>\$25.00</p> <p>\$15.00</p> <p>\$10.00</p>
<p><b>27. Fines:</b></p> <ul style="list-style-type: none"> <li>a. Animal with no license</li> <li>b. Running at large: <ul style="list-style-type: none"> <li>i. 1<sup>st</sup> offence</li> <li>ii. 2<sup>nd</sup> offence</li> <li>iii. 3<sup>rd</sup> offence</li> </ul> </li> </ul>	<p>\$50.00</p> <p>\$50.00</p> <p>\$150.00</p> <p>\$200.00</p>

<b>Cemetery</b>	
28. Cemetery plots: a. Resident (current or former with proof) b. Non Resident	\$150.00 (PLUS GST) \$500.00 (PLUS GST)
29. Openings (cremains only): a. Urn b. Urn Winter Rate c. Urn Vault d. Urn Vault Winter Rate	\$75.00 (INCLUDING GST) \$93.75 (INCLUDING GST) \$150.00 (INCLUDING GST) \$187.50 (INCLUDING GST)
30. Monument permit	\$20.00 (INCLUDING GST)
31. Winter snow removal	No Charge - with 2 full working days' notice With less than 2 full working days' notice - At equipment and labor rates
<b>Fire Services – GST EXEMPT</b>	
32. Permits: a. Burning b. Residential fire pit	No Charge No Charge
33. Fire Fighting Apparatus (1 <sup>st</sup> 2 hours waived except for commercial, industrial or CN Rail right of way)	\$300.00 per hour first 2 hours \$200 per hour for each hour over 2 hours
34. Rescue/Command Unit (1 <sup>st</sup> 2 hours waived except for commercial, industrial or CN Rail right of way)	\$100.00 per hour
35. Equipment Damage	At Cost
36. Ancillary Expenses	At Cost
<b>Public Works - PLUS GST</b>	
37. Equipment (includes operator) per hour charge: a. Bobcat with standard & snow bucket b. John Deere Tractor with bucket or blade c. Trucks d. John Deere Mower e. Trimmer f. Metal Detector g. Sewer Snake (operator not included)	Minimum one hour charge \$90.00 \$90.00 \$90.00 \$65.00 \$20.00 \$25.00 No Charge
38. Village Personnel if second laborer is required	\$40.00 per hour
39. Soil (as designated by Public Works)	\$5.00/m <sup>3</sup>
40. Bulk Water	\$5.00 per 100 gallons (\$5.00 minimum charge) Fee waived to contractors providing a service to the Village of Kitscoty