

**BYLAW NO. 2020-03  
VILLAGE OF KITSCOTY  
INCORPORATED IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE VILLAGE OF KITSCOTY IN THE PROVINCE OF ALBERTA RESPECTING RATES AND FEES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES PROVIDED BY THE VILLAGE OF KITSCOTY.**

**WHEREAS**, Sections 7 and 8 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto authorizes a Municipality to repeal and amend any bylaw;

**WHEREAS**, Section 8 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto authorizes a Municipality to establish fees for licenses, permits and approvals, and

**WHEREAS**, Section 61(2) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto authorizes a Municipality to charge fees, tolls and charges for the use of its property, and

**WHEREAS**, Section 481(1) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto authorizes a Municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board, and

**WHEREAS**, Section 630.1 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto authorizes a Municipality to establish fees for planning functions, and

**WHEREAS**, Section 344 and Section 345 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto authorize a Municipality to impose penalties on unpaid taxes, and

**WHEREAS**, Section 6 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided, and

**WHEREAS**, and the Freedom of Information and Protection of Privacy Act, S.A., 1994, Chapter F-185-5, and amendments thereto, requires a municipality to 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, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, a municipality may pass a bylaw establishing fees to charge for providing goods and services,



**AND WHEREAS**, the Council of the Village of Kitscoty 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, pursuant to the authority vested in it by the Statutes of the Government in the Province of Alberta, hereby 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 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, charges and services.
6. This bylaw repeals, supersedes and takes precedence over 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.
7. That Bylaw No. 01-2017 is hereby repealed.
8. Should any provision of this Bylaw be determined to be invalid, then such provision shall be severed, and the remaining bylaw shall be maintained.
9. This Bylaw shall come into effect upon receiving third and final reading and having been signed by the Mayor and the Chief Administrative Officer.



READ A FIRST TIME THIS 4<sup>th</sup> DAY OF MAY, 2020.

READ A SECOND TIME THIS 4<sup>th</sup> DAY OF MAY, 2020.

READ A THIRD TIME AND FINALLY PASSED THIS 4<sup>th</sup> DAY OF MAY, 2020.

SIGNED AND PASSED THIS 19<sup>th</sup> DAY OF MAY, 2020.



*Doyle Frank*

Mayor

*Williams*

Chief Administrative Officer

**BYLAW 2020-03  
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	<b>GST INCLUDED</b> 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 Services – 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	<b>GST INCLUDED</b> \$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>Extended 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	6% on taxes unpaid after August 4 <sup>th</sup> of each calendar year 6% on taxes unpaid after October 14 <sup>th</sup> of each calendar year 6% on taxes in arrears 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 showing all other existing development on property)	\$50.00 (NO GST)
19. Development Permits:	<b>NO GST</b>
a. Minor work less than \$5,000.00 value if there are no structural changes, no plumbing pipe changes, no gas piping or chimney flue changes, no electrical wiring changes	No Charge
b. Dwelling (per unit)	\$40.00
c. Deck	\$25.00
d. Accessory Building including sheds and garages	\$25.00
e. Minor home occupations	\$25.00
f. Demolition	\$25.00
g. Commercial/Industrial/Institutional	\$60.00
h. Discretionary use including major home occupations (notification required)	\$75.00
i. Variance required (notification required)	\$75.00
j. Late permit surcharge (request for permit after development is completed or underway):	
i. Permitted use	Permit fee plus 100% surcharge
ii. Discretionary use	Permit fee plus 100% surcharge
iii. Variance required	Permit fee plus 100% surcharge
<b>Utility – GST EXEMPT</b>	
20. Utility deposit (refundable)	\$200.00
21. Utility service disconnect/reconnect	\$75.00
22. Water meter replacement:	
a. when damage occurs due to property owner negligence	Cost plus 15%
b. when damage occurs due to proven defective operation	No charge
c. when change is initiated by Village	No charge
23. Garbage cart replacement	Cost
24. Administration fee for transfer of outstanding utility account balances over 60 days to tax roll as authorized by the Municipal Government Act.	\$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>	
26. Animal Tags:	Animal tags are to be renewed yearly
a. Dog Tag (Max 2 Dogs per residence)	\$30.00
b. Cat Tag (Max 2 Cats per residence)	\$20.00
c. Replacement Tag	\$10.00
d. Dangerous Dog	\$60.00
27. Fines, Impound and Other Fees	As per Animal Control Bylaw
<b>Cemetery</b>	
28. Cemetery plots:	<b>PLUS GST</b>
a. Resident (current or former with proof)	\$150.00
b. Non Resident	\$500.00
29. Openings (cremains only):	<b>GST INCLUDED</b>
a. Urn	\$75.00
b. Urn Winter Rate	\$93.75
c. Urn Vault	\$150.00
d. Urn Vault Winter Rate	\$187.50
30. Monument permit	\$20.00 (GST INCLUDED)
31. Winter snow removal	No Charge - with 2 full working days' notice With less than 2 full working days' notice - At hourly equipment and labor rates
<b>Fire Services – GST EXEMPT</b>	
32. Permits:	
a. Burning	No Charge
b. Residential fire pit	No Charge
33. Fire Fighting Apparatus (First 2 hours waived except for commercial, industrial or CN Rail right of way properties)	\$300.00 per hour first 2 hours \$200 per hour for each hour over 2 hours
34. Rescue/Command Unit (First 2 hours waived except for commercial, industrial or CN Rail right of way properties)	\$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:	Minimum one hour charge
a. Loader with standard or snow bucket	\$90.00
b. John Deere Tractor with bucket or blade	\$90.00
c. Trucks	\$90.00
d. Riding Mower	\$65.00
e. Grass Trimmer	\$20.00
f. Metal Detector	\$25.00
g. Sewer Snake (operator not included)	No Charge
38. Public Works Personnel:	
a. When second laborer is required	\$40.00 per hour
b. After Hours Call Out	\$40.00 per hour

39. Soil (as designated by Public Works)	\$5.00/m <sup>3</sup>
40. Bulk Water (ONLY for contractors doing work authorized by Village)	m <sup>3</sup> charge per current Utility Bylaw

