

**BYLAW NO. 2022-09
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 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. 2020-06 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 16 DAY OF MAY, 2022.

READ A SECOND TIME THIS 16 DAY OF MAY, 2022.

READ A THIRD TIME AND FINALLY PASSED THIS 16 DAY OF MAY, 2022.

SIGNED AND PASSED THIS 16 DAY OF MAY, 2022.



Mayor

Chief Administrative Officer

BYLAW 2022-09
SCHEDULE "A"
FEES & CHARGES FOR GOODS AND SERVICES

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

Community Services – INCLUDES GST	
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:	GST INCLUDED
a. Kitscoty Village Council Chambers (5015-50 St)	\$50.00 per day plus \$50.00 damage deposit per rental
b. Kitscoty & District Regional Park Concession Building (4939-48 Ave)	\$50.00 per day plus \$50.00 damage deposit per rental
c. Parks and Green Spaces	\$50.00 per day plus \$50.00 damage deposit per rental
d. Magnetic Community Billboard	\$10.00 per week to a maximum of 4 weeks. <i>Extended renewals will be at the discretion of Administration.</i>
Planning and Development	
11. Property Information:	
a. Assessment Information	\$12.00 each (GST INCLUDED)
b. Tax certificate	\$20.00 each (NO GST)
c. Current assessment information requested by owner of assessed property under sec 299(1)	No charge
d. Parcel size or confirm legal description	No charge
e. Determine long or short legal when other is known	No charge
f. Photocopy of plans or portion of plans: registered, subdivision, descriptive	No charge
g.	
12. Land Use Bylaw	Electronic version (Available online)- No charge Hard copy – Photocopying charges apply
13. Application to amend Land Use Bylaw	\$500.00 non-refundable (NO GST)
14. Subdivision and Development Appeal Board Fee	\$100.00 (NO GST)
15.	
16. Land Transfers on Village Land Sales	\$50.00 plus Land Title Charges (NO GST)
17. 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)

<p>18. Development Charges:</p> <p>Development Permit</p> <p>a. Minor work as described in the current Land Use Bylaw, as amended, that <u>does not require a development permit</u></p> <p>b. Accessory Buildings, Temporary Buildings, Building Demolition, Renovations, Additions of a cost less than \$50,000</p> <p>c. Manufactured Homes, Single Family Dwelling, Guest Houses, Garages, Renovations, Additions, etc. of a cost more than \$50,000</p> <p>d. Commercial / Industrial / Institutional (any construction value)</p> <p>e. Operating a Minor Home Occupation</p> <p>f. Operating a Major Home Occupation</p> <p>Application for a Variance Written request required for each variance or relaxation; <u>shall be not</u> granted for a lot coverage or onsite parking</p> <p>Performance Bond</p> <p>a. Single Family Detached Dwellings</p> <p>b. Additions and Garages</p> <p>c. All other projects</p> <p>All projects are expected to be completed in a timely manner and 100% of the bond is returned if projects are completed with the <i>Estimated Date of Completion</i> as stated on the Development Permit Application Form.</p> <p>Development started without Development Permit</p> <p>Stop Work Order Issued by Development Authority</p>	<p>NO GST</p> <p>N/A</p> <p>\$100.00</p> <p>\$200.00</p> <p>\$200.00</p> <p>\$25.00</p> <p>\$75.00</p> <p>\$100.00</p> <p>\$2,000.00</p> <p>\$1,000.00</p> <p>10% of project costs</p> <p>Permit Fees Plus 100% Surcharge</p> <p>Permit Fees Plus 100% Surcharge</p>
Utility – GST EXEMPT	
19. Utility deposit (refundable)	\$200.00
20. Utility service disconnect/reconnect	\$75.00
<p>21. Water meter replacement:</p> <p>a. when damage occurs due to property owner negligence</p> <p>b. when damage occurs due to proven defective operation</p>	<p>Cost plus 15%</p> <p>No charge</p>

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c. when change is initiated by Village	No charge
22. Garbage cart replacement	Cost
23. Administration fee for transfer of outstanding utility account balances over 60 days to tax roll as authorized by the Municipal Government Act.	\$25.00
24. Penalty (interest)	2.5% on all charges remaining unpaid after 20 days from date of billing.
Animal Fees – GST EXEMPT	
25. 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
26. Fines, Impound and Other Fees	As per Animal Control Bylaw
Cemetery	
27. Cemetery plots:	PLUS GST
a. Resident (current or former with proof)	\$150.00
b. Non-Resident	\$500.00
28. Openings (cremains only):	GST INCLUDED
a. Urn	\$75.00
b. Urn Winter Rate (between October 1 st and May 31 st)	\$100.00
c. Urn Vault	\$150.00
d. Urn Vault Winter Rate (between October 1 st and May 31 st)	\$187.50
29. Monument permit	\$20.00 (GST INCLUDED)
30. 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
Fire Services – GST EXEMPT	
31. Permits:	
a. Burning	No Charge
b. Residential fire pit	No Charge
32. Fire Fighting Apparatus (First 2 hours waived except for commercial, industrial, institutional or CN Rail right of way properties)	\$300.00 per hour first 2 hours \$200 per hour for each hour over 2 hours
33. Rescue/Command Unit (First 2 hours waived except for commercial, industrial, institutional or CN Rail right of way properties)	\$100.00 per hour

34. Equipment Damage	At Cost
35. Ancillary Expenses	At Cost
Public Works - PLUS GST	
36. Equipment (includes operator) per hour charge:	Minimum one hour charge
a. Loader with standard or snow bucket, or any attachment (sweeper, auger, etc.)	\$90.00
b. John Deere Tractor with bucket, blade or any attachment	\$90.00
c. Trucks	\$90.00
d. Riding Mower	\$65.00
e. Grass Trimmer	\$20.00
f. Metal Detector	\$25.00
g. Metal Detector (operator not included)	No Charge
h. Sewer Snake (operator not included)	No Charge
37. Public Works Personnel:	
a. When second laborer is required	\$40.00 per hour
b. After Hours Call Out	\$40.00 per hour
38. Soil (as designated by Public Works)	\$5.00/m ³
39. Bulk Water (ONLY for contractors doing work authorized by Village)	m ³ charge per current Utility Bylaw
Taxation	
40. Assessment Complaint Fee	NO GST
a. Residential Property in respect of 3 dwellings or fewer	\$50.00
b. Residential Property in respect of 4 or more properties	\$650.00
c. Non-Residential Property	\$200.00
d. Farmland	\$50.00
If the appeal is successful your filing fee will be refunded	
41. Tax Recovery:	NO GST
a. Tax notification fee	\$50.00
b. Tax recovery (per property and per action)	\$50.00
c. Online property search	\$13.00