

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1951**

Being a Bylaw of the Municipal District of Willow Creek No. 26 in the Province of Alberta to establish fees for services.

WHEREAS the Municipal Government Act RSA 2000, c M-26, as amended, provides that a municipality may pass bylaws regarding services provided by the municipality, which includes establishing the fees charged for providing those services; and

WHEREAS pursuant to Section 7 of the Municipal Government Act RSA 2000, c M-26 a Council may pass bylaws for municipal purposes including services provide by or on behalf of the municipality; and

WHEREAS pursuant to Section 8 of the Municipal Government Act RSA 2000, c M-26 a Council may pass bylaws for municipal purposes to provide a system of licenses, permits or approvals including establishing fees for licenses, permits and approvals; and

WHEREAS the Municipal District of Willow Creek No. 26 in the Province of Alberta deems it necessary to establish service fees to be charged for providing services to the public; and

WHEREAS the Municipal District of Willow Creek No. 26 in the Province of Alberta deems it necessary to establish rates to be paid for certain goods and services; and

NOW THEREFORE the Council of the Municipal District of Willow Creek No. 26 in the province of Alberta, duly assembled, hereby enacts as follows:

Section 1 – Bylaw Title

1.1 This bylaw may be cited as the “Fees Bylaw” of the Municipal District of Willow Creek No. 26.

Section 2 – General Provisions

2.1 General provisions applicable to this bylaw are as follows:

- a) All fees are non-refundable unless otherwise noted.
- b) All fees are subject to Goods and Services Tax unless otherwise noted.
- c) All fees and charges are due upon receipt of service.
- d) All accounts, with the exception of taxes, are due 30 days from the date of the invoice. Finance charges of 1.5% shall be applied after 30 days, compounded monthly. Past due reminders will be sent out every 30 days. Accounts outstanding for more than 90 days will be subject to collections through an agency, or through distress seizure, or by order of the courts, or applied to the tax roll in accordance with Section 553 of the *Municipal Government Act*. The account holder will be responsible for all costs associated with the collection of the account.
- e) The method of payment of fees for all charges outlined in this bylaw to be at the discretion of the Municipal District of Willow Creek No. 26 and may include payment by cash, money order, cheque, interact, internet banking through a financial institution, e-transfer or credit card, where the transaction fee is paid by the customer.
- f) The Chief Administrative Officer, or his/her designate, has the authority to reduce or waive any of the charges or deposits set out in this bylaw for reasons that reasonably qualify as an error, emergency or of a humanitarian nature.
- g) The Chief Administrative Officer or his/her designate, has the authority to waive a deposit, which may be required when renting agricultural service board equipment.

Section 3 – Administrative Fees

3.1 In this bylaw fees for administrative services, taxes and information shall be as follows:

OK
MUS

- a) Tax Certificates - \$40.00 per certificate
- b) Assessment Sheets - \$5.00 per sheet
- c) Assessment Appeals
 - i) Local Assessment Review Board Residential and farmland - \$50.00 per parcel
 - ii) Local Assessment Review Board Residential (4 or more dwellings) - \$650.00 per parcel
 - iii) Composite Assessment Review Board (non-residential) - \$650 per parcel
- d) Paper copy - \$30.00 each (Land Use Bylaw, Municipal Development Plan, Inter-municipal Development Plans and Area Structure Plans)
- e) Electronic copy - \$15.00 (includes Land Use Bylaw, Municipal Development Plan, Intermunicipal Development Plan & Area Structure Plan)
- f) Photocopies/Faxes - \$1.00 per page
- g) Minutes of Council meetings and Committees - \$1.00 per page
- h) Correspondence presented to Council in a public meeting - \$1.00 per page for the Public (no charge to local news agencies)
- i) Development applications and permits - \$1.00 per page
- j) Items returned by a financial institution - \$40.00 per item.
- k) M.D. Landownership wall maps - \$25.00 each
- l) M.D. Landownership book maps - \$30.00 each
- m) Custom Map Design and Production \$90.00 Per hour minimum 1 hour
- n) Small Sheet format (up to 17" width) - \$5.00
- o) Large format printing white background - \$25.00
- p) Large format printing imagery background - \$60.00
- q) Tax notification and tax recovery process - \$150.00 per parcel

Section 4 – Land Use Development Fees

4.1 In this bylaw, fees for services related to land use development, as stated in the Land Use Bylaw and shall be paid at the time of application for a development permit or at the time of the request or receipt of the service or information using a payment as defined in Section 2, and shall be non-refundable, except in the case of an application by a charity, where the Municipal Planning Commission may consider a refund in whole or in part.

4.2 The list of fees for services provided in the Land Use Bylaw shall be as follows, except in the case where a development has commenced without a development permit, then Section 4.4 shall apply:

- a) Application for a permitted use \$100.00/parcel
- b) Application for a discretionary use \$300.00/parcel
(unless otherwise listed below)
- c) Development Permit Extension request 50% of permit fee
- d) Safety Code Permit Fees in Schedule 'B' (attached) forms part of this bylaw
- e) Resource Extraction Class 1 \$2500.00/parcel
- f) Resource Extraction Class 2 \$1500.00/parcel
- g) Intensive Livestock Operation \$500.00/parcel
- h) Wind Energy Conversion System \$2500.00/parcel
Industrial
- i) Solar Energy Sys/ Alternative Energy System \$2500.00/parcel
Industrial
- j) Amendments: Land Use Bylaw, \$2500.00/parcel
Municipal Development Plan,
Intermunicipal Development Plan
- k) Kennels – Category 1 and 2 \$500.00/parcel
- l) Request for a special meeting of \$500.00/parcel
Council, MPC or SDAB (plus appeal fee)
- m) Subdivision and Development Appeal \$500.00/parcel
- n) Letter of Compliance \$100.00/parcel

- o) Request for a waiver or variance \$300.00/parcel
excluding waiver or variance for
trees or signage (plus application fee)
- p) Request for a waiver or variance \$50.00/parcel
for trees or signage (plus application fee)
- q) Campgrounds – Private \$300.00/parcel
- r) Campground – Commercial \$1000.00/parcel
- s) Costs of registrations for Land Titles \$300.00/parcel
including easements, save harmless
agreements, development agreements,
and encroachment agreements

- t) Area Structure Plans (ASP)
 - Review (per review) \$1500.00
 - Application (per application) \$2500.00 (plus advertising costs)
 - ASP or Area re-development \$1000.00 (per amendment)
Amendment

4.3 In any case where a required fee is not listed in Section 4 of this fee schedule, such fee shall be determined by the Chief Administrative Officer or his/her designate or the Municipal Planning Commission.

4.4 In the event a development has commenced upon the lands without benefit of a development permit as required in the Municipal land use bylaw, fees shall be double the amount listed in Section 4.2, and all required safety code permits fees shall be doubled.

Section 5 – Fire and Emergency Services Fees

5.1 For the purposes of this section the definitions found within the M.D. of Willow Creek No. 26 Fire Services, Fire Permit and Fire Ban Bylaw No. 1952, as amended or replaced from time to time, shall apply.

5.2 In accordance with Bylaw 1952 where the Municipality has taken any action for the purpose of extinguishing a fire or responding to an Emergency, fire call or an incident in or outside the Municipality or for the purpose of preserving life or property from injury or destruction by fire or other incident or emergency on land or water within or outside the Municipality, including any action taken on a false alarm, the Municipality may levy charges as follows:

- 5.2.1 Requested site inspections - **\$nil**
- 5.2.2 Business Inspections - **\$nil**
- 5.2.3 Site inspection or Fire Permit or flammable or combustible fuel tank installation - **Actual Cost**
- 5.2.4 Site inspection for Fire Permit for flammable combustible fuel tank removal - **Actual Cost**
- 5.2.5 Fire Permits - **\$nil**
- 5.2.6 Written Permission for Fireworks - **\$nil**
- 5.2.7 Responding to an Incident, fire or emergency - **Actual Cost to a Maximum of \$25,000**
- 5.2.8 Responding to a False Alarm – **Actual Cost**
- 5.2.9 Fire Investigation – **Actual Cost**
- 5.2.10 Review of Fire Plan - \$300.00 or such lower amount as may be determined by the Director of Emergency Services in his or her sole discretion.
- 5.2.11 Removing combustible debris or wreckage from municipal property **Actual Cost**
- 5.2.12 Demolishing and/or securing premises – **in accordance with 5.3**
- 5.2.13 Hazardous Material Response/Mitigation – **in accordance with 5.3**
- 5.2.14 Post Incident Recovery – **in accordance with 5.3**
- 5.2.15 Fire rescue/response outside the Municipality where no agreement exists - **Actual Cost.**

JK
MUS

- 5.3 Municipal equipment used at an emergency scene shall be billed per hour, at the rate established by the most current version of the Alberta Roadbuilder's and Heavy Equipment Schedule: Equipment Rental Rates Guide.
- 5.4 In this Bylaw the fees for fire and emergency services equipment, including personnel, responding within a provincial highway right-of-way or railway right-of-way shall be invoiced in accordance with the current Alberta Transportation Rates of Reimbursement for Fire Department Units for one hour minimum and at fifteen-minute increments after the first hour. The maximum billing noted in 5.2 above shall not apply for any response work done within a highway right-of-way or railway right-of-way, or outside a highway right-of-way or railway right-of-way if the response work done is as a result of the same fire, incident or emergency that started within the highway right-of-way or railway right-of-way. The municipality may seek the reimbursement of Extraordinary Expenses from the responsible party when they are not recoverable from the entity responsible for the highway right-of-way or the railway right-of-way. Extraordinary Expenses may include, but are not limited to the repair, restoration or replacement of equipment and/or PPE; contracted services required to mitigate a fire or emergency; delivery of municipal emergency services to an affected population, i.e., food, shelter, potable water, etc.; repair or replacement of damaged municipal infrastructure arising from the incident; equipment rental; security, and restoration of municipal property.
- 5.5 For the purpose of determining the cost of equipment for those items charged based on actual costs under section 5.2, the following rates shall be applied where fire and emergency services equipment, including the costs of personnel, respond to an incident:
- a) Rescue Unit/Pumper/Tanker - \$300.00 per unit per hour
 - b) Command Unit - \$100.00 per hour
 - c) Rescue Unit used as a Command Unit - \$100.00 per hour
 - d) Medical Co-response unit - \$200.00 per hour
 - e) Bush Buggy - \$200.00 per hour
 - f) Truck and ATV Ranger - \$200.00 per hour
 - g) Truck and water rescue boat - \$200.00 per hour
 - h) Truck and trailer with livestock panels - \$200.00 per hour
 - i) Water Truck - \$200.00 per hour
 - j) Fire Investigation - \$90.00 per hour
 - k) Units dispatched but not utilized - \$nil
- 5.6 In this bylaw the fees for fire and emergency services equipment including personnel, responding to a mutual aid incident outside the boundaries of the municipality, shall be invoiced in accordance with Alberta Transportation Rates of Reimbursement for Fire Department Units for one hour minimum and at fifteen-minute increments from the time of the request, or in accordance with the mutual aid agreement in effect for the incident. The maximum billing noted in 5.2 above shall not apply when responding to mutual aid fires, incidents or emergencies outside the boundaries of the municipality.
- 5.7 Billing time for emergency services will commence with the initial call for a response and cease when the unit(s) that attended have returned to their respective fire stations.
- 5.8 Notwithstanding Section 5.2 there shall be no maximum billing to the owner or occupier of land where a fire or incident originated which are related to the extinguishing, controlling or managing of a fire which was deliberately ignited during a fire ban or which allowed it to become a Running Fire.

Section 6 – Public Works Fees

- 6.1 In this bylaw, fees for public works services and information shall be paid at the time of request, or upon receipt of an estimate, as follows:
- a) Application to close a road allowance - \$300.00 per half mile
 - b) Maximum fee per road allowance application - \$500.00
 - c) Road Allowance lease fees - \$10.00 per acre per year
 - d) Minimum road allowance lease fee - \$30.00 per year

tdl
mws

- e) Transfer of road allowance lease - \$30.00 per transfer
- f) Sale of a closed road allowance – 1.5 times market value as determined by the 'large parcel valuation model process described in Municipal Reserve Policy 610-01
- g) Purchase of pasture, irrigated and cultivated land shall be at an amount, per acre equal to 1.5 times market value as determined by the 'large parcel valuation model process described in Municipal Reserve Policy 610-01. If sales are not available in the immediate area, the Chief Administrative Officer shall take into consideration, sales of similar properties in the Division or along the boundary of the Division, in which the Municipality wishes to purchase the lands.
- h) Surface area disturbed - \$500.00 per acre to landowner
- i) Gravel royalty fee paid to pit owner - \$1.50 per tonne
- j) Dust abatement – \$2.20 per application per lineal foot of roadway with a minimum of 400 lineal foot (121 meters) application. Price is subject to change.
- k) 18' Texas Gate (pipe) \$9325.00
- l) Hourly equipment rates – current rates outlined in the Alberta Roadbuilders rate & Heavy Construction Association Equipment Rental Rates Guide & Membership Listings
- m) Heavy haul bond \$5,000.00 per kilometer undeveloped road
- n) Heavy haul bond - \$15,000.00 per kilometer graveled road
- o) Heavy haul bond -\$50,000.00 per kilometer oiled/paved road
- p) Overweight / over dimensional permit Fee - Overweight / over dimensional permit fee – fees charged by Alberta Transportation TRAVIC MJ

Section 7 – Agricultural Service Board Fees

- 7.1 In this bylaw, weed spraying services, provided by the Municipality will be for the purpose of eradicating prohibited noxious and selected noxious weeds as defined in provincial legislation.
- 7.2 A deposit shall be paid to the Municipality for the rental of equipment and reimbursed after payment of the invoice for the rent and the equipment is inspected for damage. If damage is found the deposit shall be held until the renter pays for the damage.
- 7.3 In this bylaw fees for Agricultural services shall be as follows:
- a) Spray truck and operator – \$70.00 per hour
 - b) Additional operator - \$35.00 per hour
 - c) UTV sprayer and operator \$70.00 per hour
 - d) Handpicking truck and operator - \$70.00 per hour
 - e) Mower and operator - Zero-turn Mower- \$75.00/hr 160Hp Tractor/Mower- \$155.00/hr **Only for control of a Weed Notice or a Nuisance
 - f) Chemical used in service – at municipal cost
 - g) Straw incorporator - \$100.00 per day - \$200.00 deposit
 - h) Manure spreader - \$300.00 per day - \$1,000.00 deposit
 - i) Delivery of manure spreader - \$50.00 per day
 - j) Weed sprayer for herbicide – (545 L & 900 L tank) - \$30.00 per day - \$100.00 deposit.
 - k) Back pack sprayer – no charge - \$250.00 deposit (two week maximum per user)
 - l) Tree sprayer – high volume pump 545 L - \$30.00 per day - \$100.00 deposit
 - m) Portable livestock scales - \$100.00 per day - \$500.00 deposit
 - n) Tag reader – no charge- maximum use - 3 consecutive day - \$500.00 deposit
 - o) Raccoon/Skunk/Magpie traps – no charge –\$70.00 deposit
 - p) Hand held broadcast seeder – no charge - \$50.00 deposit
- 7.4 Fees for industrial uses of ASB equipment shall be as follows:
- a) Spray truck and operator - \$130.00 per hour
 - b) Additional operator for hand line - \$35.00 per hour
 - c) ATV sprayer and operator - \$130.00 per hour
 - d) Handpicking truck and operator - \$130.00 hour

- e) Chemical used for service – Municipal cost plus 10%

Section 8 – Granum Cemetery

8.1 In this bylaw fees for Cemetery services for the Granum Cemetery shall be as follows:

- a) Plot Fees
 - Transfer Fee \$50.00
 - Single Plot, Resident Fee \$500.00
 - Plot Perpetual Care Fee (Mandatory fee) \$350.00(To be paid at time of plot purchase, or internment for pre-reserved plots)

- b) Internment Fees
 - Casket Burial, Mon-Fri / May-Oct - Summer \$1400
 - Casket Burial, Sat-Sun & Holidays / May-Oct - Summer \$1400
 - Casket Burial, Mon-Fri / Nov-Apr - Winter \$1400
 - Casket Burial, Sat-Sun & Holidays / Nov-Apr - Winter \$1400
 - Cremation Urn Burial, Mon-Fri / May-Oct \$700
 - Cremation Urn Burial, Sat-Sun & Holidays / May-Oct \$700
 - Cremation Urn Burial, Mon-Fri / Nov-Apr - Winter \$700
 - Cremation Urn Burial, Sat-Sun & Holidays / Nov-Apr - Winter \$700
 - Dis-internment all costs plus 25%

- c) Monument Fees
 - Casket Burial Monument Permit Fee \$100.00
 - Cremated Burial Monument Permit Fee \$50.00
 - Temporary Marker Fee (Mandatory Fee) \$60.00

Section 9.0 – Bylaws Repealed

9.1 Upon the passing of this bylaw Municipal District of Willow Creek No. 26 'Fees' Bylaw 1941 is hereby repealed.

READ a first time this 14 day of June, 2023.

Maryanne V Sandberg [Signature]
Reeve – Maryanne Sandberg Chief Administrative Officer – Derrick Krizsan

READ a second time this 14 day of June, 2023.

Maryanne V Sandberg [Signature]
Reeve – Maryanne Sandberg Chief Administrative Officer – Derrick Krizsan

READ a third time and finally PASSED on this 14 day of June, 2023.

Maryanne V Sandberg [Signature]
Reeve – Maryanne Sandberg Chief Administrative Officer – Derrick Krizsan

Bylaw No. 1951 - Schedule 'A' – Safety Code Permit Fees

Municipal District of Willow Creek Building Permit Fee Schedule

Residential Installations	
Description of Work	Permit fee (*SCC Levy not included)
New Single Family Dwellings, Duplexes	\$6.05/\$1,000 of Project Value
Relocation of a Building (on crawlspace or basement)	\$0.39/sq. ft.
Relocation of a Building (on piles or blocking only)	\$137.50
Addition, Renovation	\$0.28/sq. ft.
Garage, Basement Development (if not done at time of new construction)	\$0.28/sq. ft.
Minimum Building Permit Fee	\$137.50

Project Value is based on the actual cost of material and labour.
Verification of cost may be requested prior to permit issuance.

Multi-Family, Commercial, Industrial, Institutional Installations	
Description of Work	Permit fee (*SCC Levy not included)
New, Addition, Renovation, Alteration	\$6.05/\$1,000 construction value
Minimum Building Permit Fee	\$275.00

Project Value is based on the actual cost of material and labour.
Verification of cost may be requested prior to permit issuance.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

TDC