

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1884**

A Bylaw of The Municipal District of Willow Creek No. 26, in the Province of Alberta, for the purpose of setting of fees for providing services and information in the possession of the Municipality.

THEREFORE, the Council of The Municipal District of Willow Creek No. 26, duly assembled, enacts as follows:

**Section 1 – Short Title**

1.1 This bylaw shall be cited as the "Fees Bylaw".

**Section 2 – Definitions**

2.1 In this bylaw:

- a) "ASB" means Agricultural Service Board.
- b) "Committee" means any committee of Council.
- c) "Market Value" means the price a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction.
- d) "Municipality" or "M.D." means the Municipal District of Willow Creek No. 26.
- e) "Freedom of Information and Protection Privacy Act" or "FOIP" means the Freedom of Information and Protection Privacy Act RSA 2000 Chapter F-25 and the Freedom of Information and Protection of Privacy Regulation AR 186/2008 as amended or replaced from time to time.
- f) "Payment" means the delivery of money to the Municipality, by cash, money order, cheque, interact, internet banking or credit card, where the transaction fee is paid by the customer.

**Section 3 – Administrative Fees**

3.1 In this bylaw, fees for services, taxes and information shall be paid at the time of the request or receipt of the service or information, using a payment as defined in Section 2(d), as follows:

- a) Tax Certificates - \$35.00 per certificate
- b) Assessment Sheets - \$5.00 per sheet
- c) Assessment Appeals
  - i) Residential/Farmland - \$50.00 per parcel
  - ii) Non-Residential - \$250.00 per parcel
- d) Paper copy - \$30.00 each (Land Use Bylaw, Municipal Development Plan, Intermunicipal 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 reporter)
- i) Development applications and permits - \$1.00 per page
- j) Request for information search - \$50.00 per hour.
- k) Items returned by a financial institution - \$40.00 per item.
- l) M.D. Landownership wall maps - \$20.00 each
- m) M.D. Landownership book maps - \$25.00 each
- n) Municipal tower co-location application fee - \$2,000.00 per tower.

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- o) Tax notification and tax recovery process - \$100.00 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(d), 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         |
| b) | Application for a discretionary use<br>excluding applications for Confined<br>Feeding Operations, Resource Extractions,<br>Campgrounds, WECS       | \$300.00         |
| c) | Resource Extraction Class 1  | \$2000.00        |
| d) | Resource Extraction Class 2  | \$1000.00        |
| e) | Intensive Livestock Operation  | \$500.00         |
| f) | Wind Energy Conversion System<br>Category 1  | \$300/parcel     |
| g) | Wind Energy Conversion System<br>Category 2  | \$500.00/parcel  |
| h) | Wind Energy Conversion System<br>Category 3  | \$1000.00/parcel |
| i) | Alternative Energy System Agriculture  | \$600.00/parcel  |
| j) | Alternative Energy System Household  | \$300.00/parcel  |
| k) | Alternative Energy System Commercial   | \$1000.00/parcel |
| l) | Land Use Bylaw Amendment   | \$2500.00        |
| m) | Kennels – Category 1 and 2   | \$500.00         |
| n) | Request for a special meeting of<br>Council, MPC or SDAB (plus appeal fee)   | \$500.00         |
| o) | Subdivision and Development Appeal   | \$500.00         |
| p) | Letter of Compliance   | \$100.00         |
| q) | Request for a waiver or variance<br>excluding waiver or variance for<br>trees or signage (plus application fee)                                    | \$300.00         |
| r) | Request for a waiver or variance<br>for trees or signage (plus application fee)  | \$50.00          |
| s) | Campgrounds – Private  | \$300.00         |
| t) | Campgrounds – Commercial   | \$1000.00        |
| u) | Costs of registrations for Land Titles<br>including easements, save harmless<br>agreements, development agreements,<br>and encroachment agreements | \$300.00         |
| v) | Safety Code Permit Fees in Schedule 'A' which is attached<br>and forms part of this bylaw.   |                  |

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.

#### **Section 5 – General Accounts**

5.1 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.

5.2 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.

5.3 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 6 – Fire and Emergency Services Fees**

6.1 In this bylaw, the fees for fire and emergency services equipment, including personnel, provided on municipal roads or private and public property, shall be as follows:

- 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

6.2 Fire Equipment listed in Section 6.1 shall be billed at a minimum of one hour per piece of apparatus and in half hour increments after the first hour.

6.3 Municipal equipment used at an emergency scene shall be billed per hour, at the rate established by the Alberta Roadbuilder's Schedule.

6.4 In this bylaw the fees for fire and emergency services equipment including personnel responding within a provincial highway right-of-way shall be invoiced in accordance with Alberta Transportation Rates of Reimbursement for Fire Department Units for one hour minimum and at fifteen-minute increments after the first hour.

6.5 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 after the first hour.

6.6 Billing time for emergency services will commence with the initial call for a response and cease when the unit(s) that attended are put back into service.

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6.7 The Chief Administrative Officer, or his/her designate, has the authority to review all emergency events and where extraordinary circumstances exist may reduce, adjust or waive the charges set out in this bylaw for reasons that reasonably qualify as an error, emergency or of a humanitarian nature.

#### **Section 7 – Public Works Fees**

7.1 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 - \$6.00 per acre per year
- d) Minimum road allowance lease fee - \$10.00 per year
- e) Transfer of road allowance lease - \$10.00 per transfer
- f) Sale of a closed road allowance - \$4000.00 per acre  
plus all costs associated with the creation of a title including Land Titles Office registration fees
- g) Purchase of pasture, irrigated and cultivated land shall be at an amount, per acre, equal to 1.5 times market value, established through an analysis of market value for similar properties sold, within twelve (12) months previous, in the immediate area of the proposed land purchase. 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 control – \$1.50 per application per lineal foot of roadway with a minimum of 400 lineal foot application. Price is subject to change.
- k) 18' Texas Gate (pipe) \$7000.00 (costs based on discussions with PW and includes warning signs as per the Texas Gate agreement)
- l) Hourly equipment rates – 20% under Alberta Road Builders rate
- m) Heavy haul bond \$3000.00 per kilometer undeveloped road
- n) Heavy haul bond - \$5000.00 per kilometer graveled road
- o) Heavy haul bond - \$30,000.00 per kilometer oiled/paved road
- p) Overweight / over dimensional permit Fee - \$20.00/permit

#### **Section 8 – Agricultural Service Board Fees**

8.1 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.

8.2 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.

8.3 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 \*\*Only for control of a Weed Notice or a Nuisance  
Zero-turn Mower- \$75.00/hr 160Hp Tractor/Mower- \$155.00/hr
- f) Chemical used in service – at municipal cost

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- 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
- 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

8.4 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 - \$27.00 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 9 – Camping Fees and Hall Rental Fees**

9.1 In this bylaw, fees, for camping and rentals shall be as follows:

- a) Camping fees for Pine Coulee - \$30.00 per unit per day  
(Sites 1 – 25) and \$25.00 per unit per day (Sites 26 – 29)
- b) Camping fees for Willow Creek - \$25.00 per unit per day
- c) Camping fees for Clear Lake - \$25.00 per unit per day
- d) Pine Coulee camping fees – Group A - \$100.00 redeemable deposit plus \$30.00 per unit per day
- e) Pine Coulee camping fees – Group B and C - \$50.00 redeemable deposit plus \$25.00 per unit per day
- f) Willow Creek camping fees – Group A - \$50.00 redeemable deposit plus \$25.00 per unit per day
- g) Willow Creek camping Fees – Group B - \$50.00 redeemable deposit plus \$25.00 per unit per day
- h) Clear Lake Hall Rental - \$100.00 redeemable deposit plus \$75.00 for half day starting at 5:00 p.m. or \$150.00 for a full day.

9.2 Pursuant to the fees outlined within Section 9.1 no refunds shall be made unless notice is provided 5 (five) days' in advance of the booking date.

**Section 10 – Granum Cemetery**

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

- a) Monument Permit Fee (to place a monument) - \$50
- b) Cemetery Perpetual Care (one-time fee upon interment) - \$200
- c) Application to transfer plot rights - \$50
- d) Single Plot includes Cremation Plot - \$375.00
- e) Interment includes opening and closing plot
  - i) Casket burial (weekday) - \$500.00
  - ii) Casket burial (weekend or statutory holiday) - \$650.00
  - iii) Cremation urn burial (weekday) - \$150
  - iv) Cremation urn burial (weekend or statutory holiday) - \$300
  - v) Oversize Urn (requires excavation larger than 45cm x 45 cm - \$150

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- vi) Dis-interment – All costs plus 25%

#### **Section 11 – Freedom of Information and Protection of Privacy Act**

11.1 For the purpose of the Freedom of Information and Protection of Privacy Act the Chief Administrative Officer is the designated "Head" and charged with administering the FOIP act for the M.D. and may delegate any duties or responsibilities as deemed appropriate.

11.2 Where an applicant is required to pay a fee for services provided under the Freedom of Information and Protection of Privacy Act, the fees payable as established and enacted as follows shall be in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95 as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

11.3 In accordance with FOIP Act Section 93(1) and the Regulation the fees referred to in of the Act and Regulation must not exceed the actual costs of the services.

11.4 The M.D. FOIP fees are as follows:

- a) For Searching for, locating and retrieving a record - \$10.00 per ¼ hour.
- b) For producing a copy of a record by any process or in any medium or format – actual cost to the public body
- c) For supervising the examination of a record - \$7.00 per ¼ hour
- d) For shipping a record or a copy of a record – actual cost to the public body

#### **Section 12 – Confidentiality**

12.1. Release of all information including but not limited to commercial, contractual, legal, and personal information, shall be subject to the requirements of the *Freedom of Information and Protection of Privacy Act*.

#### **Section 13 – Bylaws Repealed**

13.1 Upon the passing of this bylaw Municipal District of Willow Creek No. 26 'Fees' Bylaw 1868 and Town of Granum 'Fees and Charges' Bylaw 2018-10 are hereby repealed.

READ a first time this 13 day of January, 2021.

  
Reeve – Maryanne Sandberg

  
Chief Administrative Officer – Derrick Krizsan

READ a second time this 13 day of January, 2021.

  
Reeve – Maryanne Sandberg

  
Chief Administrative Officer – Derrick Krizsan

READ a third time and finally PASSED on this 13 day of January, 2021.

  
Reeve – Maryanne Sandberg

  
Chief Administrative Officer – Derrick Krizsan