



Bylaw #2024-04

Fees and Services

BEING A BYLAW OF THE TOWN OF THORSBY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING FEES AND SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS: Pursuant to S.7 of the Municipal Government Act, R.S.A 2000, Chapter M-26, a Council may pass bylaws for municipal purposes respecting the following matters:

- a) People, activities, and things in, on, or near a public place or place that is open to the public; and
- b) Services provided by or on behalf of the municipality.

AND WHEREAS: Pursuant to S.8 of the Municipal Government Act, R.S.A 2000, Chapter M-26, a Council may pass bylaws for municipal purposes respecting the following matters:

- a) Provide for a system of licenses, permits, or approvals including any or all of the following:
 - i. Establishing fees for licenses, permits, and approvals, including fees for licenses, permits, and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - ii. Establishing fees for licenses, permits, and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality.

THEREFORE: The Council of the Town of Thorsby in the Province of Alberta duly assembled, hereby enacts as follows:

PART I - TITLE

1. This Bylaw may be cited as the "Fees and Services Bylaw".

PART II - DEFINITIONS

1. The following words and terms are defined as follows:
 - a. "**39/20 Alliance**" means the partnership between the Town of Calmar, Town of Thorsby, and Villages of Warburg and Breton, Alberta;
 - b. "**Act**" means the Municipal Government Act, RSA 2000, M-26 and amendments thereto;
 - c. "**Amendment**" means a minor change or addition designed to improve a text, piece of legislation, etc;
 - d. "**Area Structure Plan**" means a plan designed to provide details on the growth and development of specific areas of a municipality;
 - e. "**Bin**" means a receptacle for storing a specified substance;
 - f. "**Bulk Water**" means treated water delivered to consumers or water purveyors by means other than pipeline or bottled water;
 - g. "**Canada Post Carrier Charge**" means the costs associated with posting physical mail outside of regular business operations;
 - h. "**Chief Administrative Officer**" means the Chief Administrative Officer of the Town of Thorsby as duly appointed by Council;
 - i. "**Compliance Certificate**" means a document that verifies whether the structure(s) on a property comply with the regulations of the Land Use Bylaw and all amendments thereto;
 - j. "**Contractor**" means an individual who provides services to a resident, business, or organization, but who is not an employee of that resident, business, or organization;
 - k. "**Council**" means the duly elected Council of the Town of Thorsby;
 - l. "**Development Permit**" means a document authorizing a development issued pursuant to the Thorsby Land Use Bylaw;

- m. **“Document Fee”** means the charge to receive an optional paper copy of a large document obtainable online;
- n. **“Dog License”** means the annual required license required to be the keeper of a dog, with all applicable rules and regulations as laid out in the Town of Thorsby Dog License Bylaw;
- o. **“Dwelling Unit”** means a complete dwelling or self-contained portion of a dwelling, set or suite of rooms which contain sleeping, cooking, and separated or shared toilet facilities, intended for domestic use, and used or intended to be used permanently, semi-permanently, or seasonally as a residence for a household, and which is not separated from direct access to the outside by another separate dwelling unit;
- p. **“Encroachment”** means a situation where a property owner violates the property rights of a neighbouring lot by building on or extending a structure to the adjacent land or property, intentionally or otherwise;
- q. **“Faxing”** is the telephonic transmission of scanned-in printed material, including text or images;
- r. **“FOIP”** means the Freedom of Information Protection Act
- s. **“Hawker/Peddler”** means a person not being a corporate body and who whether as principal or agent,
 - i. Goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise to be afterwards delivered in or shipped into the Town, or
 - ii. Offers or exposes for sale to any person by means of sample, patterns, cuts or blueprints, merchandise to be afterwards delivered in or shipped into the Town, or
 - iii. Sells merchandise in the streets or roads or elsewhere than at a building that is his permanent place of business but does not include the person selling meat, fish, fruit, or other farm produce that has been produced raised, grown, or caught by his or herself in Alberta.
- t. **“Highly Confidential”** means information that is not otherwise available from publicly available sources; that the Submitting Party has kept strictly confidential; and/or that is subject to protection under FOIP;
- u. **“Home-Based Business”** means any occupation, trade, profession, or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building, and which does not change the character thereof or have any exterior evidence of such secondary use;
- v. **“Land Use Bylaw”** means the current iteration of the Town of Thorsby Land Use Bylaw and amendments thereto;
- w. **“Market”** means a regular gathering of people for the purchase and sale of provisions, livestock, and other commodities, and farmers markets;
- x. **“Municipal Development Plan”** is a legislated document that communicates the long term desired land use for a municipality;
- y. **“Non-Ebilled Utility Bill”** means a physical copy of a utility bill that is requested in addition to or instead of an available e-billing option;
- z. **“Non-Residential Business”** means a business not based within the Town of Thorsby, but is not a contracting business;
- aa. **“Non-Residential General Contractors”** means an individual, organization or business that provides contractor services but is located outside of the Town of Thorsby;
- bb. **“Non-Residential Seasonal Contractors”** means an individual, organization, or business located outside of the Town of Thorsby that provides contracting services on a seasonal basis (ie. Snow Removal, Grass Cutting, Lawncare);
- cc. **“Non-Sufficient Fund Charge”** means the charge accrued when a payment can’t be processed because there is not enough money in the account;
- dd. **“Outline Plan”** means a plan for a portion of the Area Structure Plan that provides additional details such as zoning for lots, street types, school sites, etc;
- ee. **“Permit”** means an official document issued by the Town of Thorsby giving someone the authorization to obtain something, keep something on a premises, or commit an activity that would otherwise be prohibited;
- ff. **“Prorate”** means to divide something in a proportional way, based on time;
- gg. **“Public Information”** means any information, regardless of form or format, that an agency discloses, disseminates, or makes available to the public;

- hh. **"Re-Print Fee"** means the cost to re-print a document that has already been printed prior;
- ii. **"Residential"** means as residing within the Town of Thorsby;
- jj. **"Resident Information"** means information that a resident is only entitled to access as the properly identified land title holder of a property;
- kk. **"Residential Business"** means a business based within the Town of Thorsby;
- ll. **"Residential Seasonal Contractors"** means an individual, organization, or business located within the Town of Thorsby that provides contracting services on a seasonal basis (ie. Snow Removal, Grass Cutting, Lawn care);
- mm. **"Scanning and Email Charge"** means the cost incurred to have something scanned and emailed to an email address outside of regular business operations;
- nn. **"Shelter and Care"** means the process of housing an animal within a temporary place where animals are cared for after being surrendered or rescued while at large or from a situation of neglect and abuse;
- oo. **"Subdivision"** means the act of dividing a plot of land into two or more parcels;
- pp. **"Sub-trade"** means the person, business, or organization named in the contract for any part of the works or any person to whom any part of the contract has been sublet by the contractor;
- qq. **"Town"** means the Town of Thorsby.
- rr. **"Youth Business"** means a business run within the Town of Thorsby by a minor person or persons of less than eighteen (18) years old;

PART VII – EFFECTIVE DATE

1. This Bylaw shall come into force and have effect upon third and final reading.

READ A FIRST TIME this 26th day of March, 2024

READ A SECOND TIME this 24th day of April, 2024

READ A THIRD AND FINAL TIME this 24th day of April, 2024



Darryl Hostyn, Mayor



Donna Tona, CAO



Bylaw #2024-04 Fees and Services

SCHEDULE A – ADMINISTRATIVE FEES

| ASSESSMENT APPEALS | |
|--------------------|---|
| TYPE | PRICE** |
| Assessment Appeal | \$50.00 |
| Refund | If the appeal is successful, the \$50.00 fee is refunded. |

| BUSINESS LICENSE | | | |
|--|---|----------------|--|
| TYPE | DURATION | PRICE** | Reference |
| Residential Businesses (Including Home-Based) | 1 Year | \$125.00 | Land-Use Bylaw #2017-02 Section 9.4 & Business License Bylaw #2022-08 |
| | Prorated After July 31 st | \$62.50 | |
| Non-Residential Businesses (Not Including Contractors) | 1 Year | \$250.00 | Land Use Bylaw #2017-02 & Business License Bylaw #2022-08 |
| | Prorated After July 31 st | \$125.00 | |
| Non-Residential General Contractors | 1 Year | \$350.00 | |
| | Prorated After July 31 st | \$175.00 | |
| Non-Residential General Contractors + Listed Sub- Trades | 1 Year | \$450.00 | |
| | Prorated After July 31 st | \$225.00 | |
| Residential Seasonal Contractors | April 1 st – September 30 th | \$75.00 | |
| | October 1 st – March 31 st | \$75.00 | |
| Non-Residential Seasonal Contractors | April 1 st – September 30 th | \$200.00 | |
| | October 1 st – March 31 st | \$200.00 | |
| Hawker/Peddler | 1 Day | \$20.00 | |
| | 1 Year | \$200.00 | |
| Market | CAO Authorized | CAO Authorized | |
| Youth Business | 1 Year | No Charge | |
| 39/20 Alliance License Addition | 1 Year | \$50.00 | |

| COPIES | | |
|--|---------------|-------------|
| SERVICE | TYPE | PRICE* |
| Photocopies | Black & White | \$0.53/side |
| | Colour | \$2.10/side |
| Document Fee (MDP, ICF, IDP, Bylaws, Policies.) | --- | \$26.25 |
| Re-Print Fee (Property Tax Notices, Utility Bills, Assessment Notices) | Regular | \$5.25 |
| | Expedited | \$10.50 |
| Scanning and Email Charge | --- | \$1.58 |
| Canada Post Carrier Charge | --- | \$1.58/item |
| Non-Ebilled Utility Bill | --- | \$2.10/copy |
| Faxing | Receiving | \$1.00 |
| | Sending | \$0.75 |

| DOG CONTROL | | | | |
|--------------|----------|---------------------|----------|---------------------------------|
| TYPE | DURATION | STATUS | PRICE** | REFERENCE |
| Dog License | 1 Year | Not Spayed/Neutered | \$50.00 | Bylaw #2022-07 "Dog Control" |
| | | Spayed/Neutered | \$25.00 | |
| Nuisance Dog | 1 Year | --- | \$150.00 | Section 4 |



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|-------------------------|--------|-----|--|---|
| Restricted Dog | 1 Year | --- | \$200.00 | |
| Replacement License Tag | --- | --- | \$15.00 | Bylaw #2022-07 "Dog Control" Section 4.11 |
| Shelter and Care | --- | --- | Charge per day fee for dog subject to contracted shelter fees and service. | |

| FOIP REQUEST | |
|---|-----------|
| CONFIDENTIALITY | PRICE** |
| Public Information | No Charge |
| Resident Information (Requested by Land Title Holder) | \$25.00 |
| Highly Confidential | \$50.00 |

| LANDFILL CARD | |
|---------------|---------|
| DURATION | PRICE* |
| Single Use | \$26.25 |

| NSF FEE | |
|----------------------------|---------|
| TYPE | PRICE** |
| Non-Sufficient Fund Charge | \$45.00 |

| PERMITS | | |
|-------------|-----------------|----------------|
| TYPE | DURATION | PRICE** |
| Bin Permits | 5 Days | \$150.00 |
| | 30 Days | \$300.00 |
| | 5 Day Extension | \$50.00 |
| | Over 60 Days | CAO Authorized |

| TAX CERTIFICATES | | | |
|------------------|-----------|----------|--|
| DESIGNATION | TYPE | PRICE* | REFERENCE |
| Residential | Regular | \$26.25 | Policy #TX-22-01 Tax Request Procedure |
| | Expedited | \$52.50 | |
| Commercial | Regular | \$105.00 | |
| | Expedited | \$157.50 | |

| TAX NOTIFICATION FILING FEE | |
|-----------------------------|----------|
| TYPE | PRICE** |
| Tax Notification Filing Fee | \$200.00 |

*= GST Included

**= GST Exempt



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SCHEDULE B – PLANNING & DEVELOPMENT FEES

| AREA STRUCTURE PLAN | | |
|---------------------------------|--|-------------------------|
| SERVICE | PRICE** | REFERENCE |
| Area Structure Plan Application | \$1,000.00 | Land Use Bylaw #2017-02 |
| Area Structure Plan Amendments | \$500.00 (Minor Text Only for Registered Non-Profit Societies and Churches) | |
| | \$750.00 (Minor Text Only for Registered Non-Profit Societies and Churches) | |
| | \$1,000.00 (Major, Including Mapping for Registered Non-Profit Societies and Churches) | |
| | \$1,500.00 (Major, Including Mapping) | |

| COMPLIANCE CERTIFICATE | | | |
|------------------------|--|----------|---|
| SERVICE | TYPE | PRICE** | REFERENCE |
| Compliance Certificate | Regular | \$60.00 | Policy #ADM-24-01 Compliance Certificate |
| | Expedited (depending on availability of the Development Officer) | \$100.00 | |

| DEVELOPMENT PERMIT | | | |
|--|-------------------|--|--------------------------------|
| PERMIT | TYPE | PRICE** | REFERENCE |
| Residential Development Permit | Permitted Use | \$70.00 | Land Use Bylaw #2017-02 Part 4 |
| | Discretionary Use | \$150.00 | |
| Commercial & Industrial Development Permit | Permitted Use | \$140.00 | |
| | Discretionary Use | \$200.00 | |
| Residential Accessory Building Development Permit | --- | \$50.00 | |
| Multi-Unit Residential Dwelling Development Permit | Permitted Use | \$70.00 + \$25.00/unit | |
| | Discretionary Use | \$120.00 + \$25.00/unit | |
| Demolitions | --- | \$100.00 | |
| Developments and Building Without a Permit | --- | \$2,000.00 for accessory buildings or 5,000% for principal building | |
| Performance/Security Deposit | All Construction | \$3,000.00 minimum or 1% of construction up to \$1,000,000.00 + \$1.50/\$1000.00 of construction value over \$1,000,000.00 | |

| ENCROACHMENT | | |
|------------------------|----------|--|
| SERVICE | PRICE** | REFERENCE |
| Encroachment Agreement | \$275.00 | Land Use Bylaw #2017-02 Part 8.18 & 8.19 |



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| LAND USE | | |
|---|--|--------------------------------|
| SERVICE | PRICE** | REFERENCE |
| Land Use Bylaw Amendments | \$500.00 (Minor Text Only for Registered Non Profit Societies and Churches) | Land Use Bylaw #2017-02 Part 6 |
| | \$750.00 (Minor Text Only) | |
| | \$1,000.00 (Major, Including Mapping for Registered Non Profit Societies and Churches) | |
| | \$1,500.00 (Major, Including Mapping) | |
| Confirmation of Land Use Designation/Zoning | \$50.00 | |

| MUNICIPAL DEVELOPMENT PLAN | | |
|--------------------------------------|--|--|
| SERVICE | PRICE** | REFERENCE |
| Municipal Development Plan Amendment | \$500.00 (Minor Text Only for Registered Non Profit Societies and Churches) | Land Use Bylaw #2017-02 Part 4 & Town of Thorsby Municipal Development Plan Bylaw #2016-17 |
| | \$750.00 (Minor Text Only) | |
| | \$1,000.00 (Major, Including Mapping for Registered Non Profit Societies and Churches) | |
| | \$1,500.00 (Major, Including Mapping) | |

| OUTLINE PLAN | | |
|--------------------------|---------------------------------------|-------------------------|
| SERVICE | PRICE** | REFERENCE |
| Outline Plan Application | \$1,000.00 | Land Use Bylaw #2017-02 |
| Outline Plan Amendment | \$750.00 (Minor Text Only) | |
| | \$1,500.00 (Major, Including Mapping) | |

| SIGN PERMITS | | | |
|---------------------------------|---------------|-----------------|------------------------------------|
| SERVICE | DURATION | PRICE** | REFERENCE |
| Commercial Business Sign Permit | Permanent | \$150.00 | Land Use Bylaw #2017-02 Section 11 |
| Event Sign Permit | 2 Days | \$20.00 | |
| | Extension Fee | \$10.00 per day | |
| Magnetic Sign Permit | 5 Days | \$150.00 | |
| | Extension Fee | \$30.00 per day | |

| SUBDIVISIONS | | | |
|--|----------------|--|------------------------------------|
| TYPE | AMOUNT | PRICE** | REFERENCE |
| Application | 3 Lots or Less | \$900.00 + \$100.00 per new lot created | Land Use Bylaw #2017-02 Part 4 & 5 |
| | 4 Lots or More | \$1000.00 + \$200.00 per new lot created | |
| Time Extension of Subdivision Approval | First | \$250.00 | |
| | Additional | \$300.00 | |
| Endorsement | 3 Lots or Less | \$100.00 per new lot + remainder | |
| | 4 Lots or More | \$200.00 per new lot + remainder | |



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| | | | |
|--|-----|-----------------------|--|
| Lot Line Adjustment Where No New Parcels are Created | --- | \$1,000.00 (Flat Fee) | Land Use Bylaw #2017-02 Part 4 & 5 |
| Separation of Title | --- | \$800.00 (Flat Fee) | |
| Condominium Unit Conversation | --- | \$40.00 per unit | |

*= GST Included

**= GST Exempt



Bylaw #2024-04 Fees and Services

SCHEDULE C – PARKS & RECREATION FEES

| ARENA ADVERTISING | |
|----------------------|----------|
| LOCATION | PRICE* |
| Wall Board | \$420.00 |
| Rink Board | \$420.00 |
| Olympia - Corners | \$250.00 |
| Olympia - Main | \$500.00 |
| Ice Inlays | \$250.00 |
| Dressing Rooms – 1-3 | \$150.00 |
| Dressing Rooms – 4 | \$200.00 |

| BIRTHDAY PARTY PACKAGES | |
|--|----------|
| SERVICE | PRICE* |
| Bowling Package – Bowling, Meeting Room, Small Gym | \$105.00 |
| Skating Package – Skating, Meeting Room | \$131.25 |
| Fieldhouse – Fieldhouse, Sports Equipment | \$131.25 |
| PACKAGE ENHANCEMENTS | PRICE* |
| Toddler Bouncy House | \$52.50 |
| Bowling – 60-90 Minutes | \$52.50 |
| Nerf Gun Party | \$52.50 |
| Gaga Ball Pit | \$52.50 |
| Scooters (12) | \$26.25 |

| ICE RENTAL RATES | |
|---|----------|
| <i>*Regular ice rental rates based on a subsidization model using actual arena cost per hour*</i> | |
| SERVICE | PRICE* |
| Local Minor | \$131.25 |
| Non-Local Minor | \$183.75 |
| Non-Prime Time | \$84.00 |
| Adult | \$194.25 |
| Dry Floor | \$31.50 |

| MEMBERSHIP RATES | | | | |
|------------------------------|---------|----------|-------------|------------|
| TYPE | SINGLE* | MONTHLY* | CONTINUOUS* | ANNUAL* |
| Child (4-13) | \$5.00 | --- | --- | --- |
| Youth (14-17) | \$5.00 | \$35.00 | \$30.00 | \$320.00 |
| Adult (18-59) | \$7.00 | \$45.00 | \$40.00 | \$440.00 |
| Senior (60-74) | \$5.00 | \$32.00 | \$28.00 | \$315.00 |
| Senior (75+) | --- | --- | --- | --- |
| Family (2 Adults & All Kids) | \$21.00 | \$100.00 | \$90.00 | \$1,000.00 |
| Matinee (9am-2pm M-F) | --- | \$25.00 | --- | --- |
| Key Fob | \$15.00 | | | |

| ROOM RENTALS | | |
|---------------|---------------|--------------|
| LOCATION | HOURLY PRICE* | DAILY PRICE* |
| Meeting Rooms | \$22.05 | \$93.45 |
| Dance Studio | \$35.70 | \$148.05 |
| Fieldhouse | \$49.35 | \$212.10 |



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| SPORTS FIELDS RATES | |
|---------------------|----------|
| TYPE | PRICE* |
| Minor Baseball | \$100.00 |
| Minor Soccer | \$50.00 |
| Adult Baseball | \$200.00 |

*= GST Included

**= GST Exempt



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SCHEDULE D – BULK WATER

| BULK WATER RATES | |
|------------------|---------|
| AMOUNT | PRICE** |
| 1m ³ | \$6.00 |

Refer to Bylaw #2022-09 Water, Wastewater, Solid Waste for all Utility Rates

*= GST Included

**= GST Exempt