



# Bylaw #2024-08

## Fees and Services

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**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.**

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**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.

**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.

**NOW 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**

2. 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. **"Assessment"** means the value of a property as determined by the duly assigned assessor for the purposes of determining property taxes;
  - f. **"Assessment Appeal"** means the act of appealing an assessment on a property;
  - g. **"Bin"** means a receptacle for storing a specified substance;
  - h. **"Bulk Water"** means treated water delivered to consumers or water purveyors by means other than pipeline or bottled water;
  - i. **"Business"** means:
    - i. A commercial, merchandising, or industrial activity or undertaking,
    - ii. A profession, trade, occupation, calling, or employment, or,
    - iii. An activity providing goods and services, whether or not for profit and however organized or formed, including a co-operative or association of persons;
  - j. **"Canada Post Carrier Charge"** means the costs associated with posting physical mail outside of regular business operations;
  - k. **"Cemetery"** means the United Church portion of the Town of Thorsby cemetery under the management of the Town of Thorsby;

- l. **“Chief Administrative Officer”** means the Chief Administrative Officer of the Town of Thorsby as duly appointed by Council;
- m. **“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;
- n. **“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;
- o. **“Council”** means the duly elected Council of the Town of Thorsby;
- p. **“Cremation Grave”** means a grave allowing for the interment of cremated remains;
- q. **“Development Permit”** means a document authorizing a development issued pursuant to the Thorsby Land Use Bylaw;
- r. **“Document Fee”** means the charge to receive an optional paper copy of a large document obtainable online;
- s. **“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;
- t. **“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;
- u. **“Earth Burial”** means the act or ceremony of putting a dead body into a grave in the ground;
- v. **“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;
- w. **“Faxing”** is the telephonic transmission of scanned-in printed material, including text or images;
- x. **“FOIP”** means the Freedom of Information Protection Act;
- y. **“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;
- z. **“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;
- aa. **“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;
- bb. **“Land Use Bylaw”** means the current iteration of the Town of Thorsby Land Use Bylaw and amendments thereto;
- cc. **“License”** means a license granted by the Town of Thorsby, authorizing the person to whom it is granted to carry on the business activity which has been granted;
- dd. **“Market”** means a regular gathering of people for the purchase and sale of provisions, livestock, and other commodities, and farmers markets;
- ee. **“Minor”** means an individual that has not reached the age of 18;
- ff. **“Municipal Development Plan”** is a legislated document that communicates the long term desired land use for a municipality;
- gg. **“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;
- hh. **“Non-Residential Business”** means a person, firm, or corporation who does not reside within the corporate boundaries of the Town of Thorsby;



- ii. **“Non-Residential Seasonal Business”** means a person, firm, or corporation who does not reside within the corporate boundaries of the Town of Thorsby that provides services on a seasonal basis which is included but not limited to snow removal, lawn care, contracting services;
- jj. **“Non-Sufficient Fund Charge”** means the charge accrued when a payment can’t be processed because there is not enough money in the account;
- kk. **“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;
- ll. **“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;
- mm. **“Person”** means an individual human being or a corporation and includes a partnership, association, or a group of persons acting in concert unless the context explicitly or by necessary implication otherwise requires;
- nn. **“Principal Contractor”** means the person or business appointed by a client to control or manage the construction phase of any project involving more than one contractor;
- oo. **“Prorate”** means to divide something in a proportional way, based on time;
- pp. **“Public Information”** means any information, regardless of form or format, that an agency discloses, disseminates, or makes available to the public;
- qq. **“Re-Print Fee”** means the cost to re-print a document that has already been printed prior;
- rr. **“Residential”** means as residing within the Town of Thorsby capital boundaries;
- ss. **“Resident Information”** means information that a resident is only entitled to access as the properly identified land title holder of a property;
- tt. **“Residential Business”** means a person, firm, or corporation residing in the Town of Thorsby corporate boundaries;
- uu. **“Residential Seasonal Business”** means an individual, organization, or business located within the Town of Thorsby that provides services on a seasonal basis (ie. Snow Removal, Grass Cutting, Lawn care);
- vv. **“Scanning and Email Charge”** means the cost incurred to have something scanned and emailed to an email address outside of regular business operations;
- ww. **“Season,” “Seasons,” “Seasonal”** shall mean, for the purpose of carrying on business, either
  - i. The period of April 1<sup>st</sup> to September 30<sup>th</sup>
  - ii. The period of October 1<sup>st</sup> to March 31<sup>st</sup>
- xx. **“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;
- yy. **“Subdivision”** means the act of dividing a plot of land into two or more parcels;
- zz. **“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 principal contractor;
- aaa. **“Town”** means the Town of Thorsby in the Province of Alberta;
- bbb. **“Youth Business”** means a business run within the Town of Thorsby by a minor person or person.

### PART III – FEE SCHEDULES

3. Fees will be charged as detailed per the schedules attached to Bylaw #2024-08 Fees and Services.

### PART IV – REPEAL

4. Upon third and final reading of Bylaw #2024-08 Fees and Services, Bylaw #2024-04 Fees and Services and all amendments thereto are hereby repealed.

### PART V – EFFECTIVE DATE

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



# Bylaw #2024-08 Fees and Services

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READ A FIRST TIME this 26<sup>th</sup> day of November 2024

READ A SECOND TIME this 26<sup>th</sup> day of November 2024

READ A THIRD AND FINAL TIME this 17<sup>th</sup> day of December 2024

Darryl Hostyn, Mayor

Donna Tona, CAO

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# Bylaw #2024-08 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	The Current Iteration of the Land Use Bylaw and Amendments Thereto  &  The Current Iteration of the Business License Bylaw
	Prorated After July 31 <sup>st</sup>	\$62.50	
Non-Residential Businesses	1 Year	\$250.00	
	Prorated After July 31 <sup>st</sup>	\$125.00	
Principal Contractor + Listed Sub-Trades	1 Year	\$2000.00	
License Amendment Fee	One Time Per Amendment	\$150.00	
Residential Seasonal Businesses	April 1 <sup>st</sup> – September 30 <sup>th</sup>	\$75.00	
	October 1 <sup>st</sup> – March 31 <sup>st</sup>	\$75.00	
Non-Residential Seasonal Businesses	April 1 <sup>st</sup> – September 30 <sup>th</sup>	\$200.00	
	October 1 <sup>st</sup> – March 31 <sup>st</sup>	\$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" Section 4  Bylaw #2022-07 "Dog Control" Section 4.11
		Spayed/Neutered	\$25.00	
Nuisance Dog	1 Year	---	\$150.00	
Restricted Dog	1 Year	---	\$200.00	
Replacement License Tag	---	---	\$15.00	
Shelter and Care	---	---	Charge per day fee for dog subject to	





# Bylaw #2024-08 Fees and Services

			contracted shelter fees and service.
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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	7 Days	\$100.00
	14 Days	\$150.00
	21 Days	\$200.00
	30 Days	\$250.00
	One Day or Extension	\$15.00/day
	Over 30 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



# Bylaw #2024-08 Fees and Services

## SCHEDULE B – PLANNING & DEVELOPMENT FEES

AREA STRUCTURE PLAN		
SERVICE	PRICE**	REFERENCE
Area Structure Plan Application	\$1,000.00	The Current Iteration of the Land Use Bylaw and Amendments Thereto
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	The Current Iteration of the Land Use Bylaw and Amendments Thereto
	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	The Current Iteration of the Land Use Bylaw and Amendments Thereto





# Bylaw #2024-08 Fees and Services

LAND USE		
SERVICE	PRICE**	REFERENCE
Land Use Bylaw Amendments	\$500.00 (Minor Text Only for Registered Non Profit Societies and Churches)	The Current Iteration of the Land Use Bylaw and Amendments Thereto
	\$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)	The Current Iteration of the Land Use Bylaw and Amendments Thereto & 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	The Current Iteration of the Land Use Bylaw and Amendments Thereto
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	The Current Iteration of the Land Use Bylaw and Amendments Thereto
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	The Current Iteration of the Land Use Bylaw and Amendments Thereto
	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	





## Bylaw #2024-08 Fees and Services

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Lot Line Adjustment Where No New Parcels are Created	---	\$1,000.00 (Flat Fee)	The Current Iteration of the Land Use Bylaw and Amendments Thereto
Separation of Title	---	\$800.00 (Flat Fee)	
Condominium Unit Conversation	---	\$40.00 per unit	

\*= GST Included

\*\*= GST Exempt



# Bylaw #2024-08 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





## Bylaw #2024-08 Fees and Services

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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



# Bylaw #2024-08 Fees and Services

## SCHEDULE D – BULK WATER

BULK WATER RATES	
AMOUNT	PRICE**
1m <sup>3</sup>	\$6.00

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

\*= GST Included

\*\*= GST Exempt





# Bylaw #2024-08 Fees and Services

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## SCHEDULE E – CEMETERY FEES

SERVICE & PERPETUAL CARE RATES		
SERVICE	PRICE*	PERPETUAL CARE**
Cremation Grave	\$262.50	\$100.00
Earth Burial	\$882.00	\$200.00

\*= GST Included

\*\*= GST Exempt