

**TOWN OF WEMBLEY**  
**BYLAW 767**  
**Schedule of Fees, Rates, and Charges Bylaw**

**A BYLAW OF THE TOWN OF WEMBLEY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ADOPTING A REVISED SCHEDULE OF FEES, RATES, AND CHARGES.**

**WHEREAS:** the Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to as “the Act” and amendments thereto, provides that Council may pass bylaws to establish fees on behalf of the municipality, and

**WHEREAS:** the Act provides for the establishment of fees for licenses, permits and approvals by bylaw; and

**NOW THEREFORE,** under the authority of the Municipal Government Act, the Council of the Town of Wembley, in the Province of Alberta, hereby enacts as follows:

1. The Schedule of Fees, Rates, and Charges is established by this Bylaw as attached in Schedule A and forms parts of this Bylaw.
2. Method of payment of fees, rates, or charges is to be at the discretion of the Town of Wembley.

**INTERPRETATION**

3. This Bylaw shall be cited as the “Schedule of Fees, Rates and Charges” Bylaw.
4. Headings in this Bylaw are for reference purposes only.
5. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
6. Words in the singular shall include the plural or vice versa whenever the context so requires.

**SEVERABILITY**

7. Each Section of this Bylaw shall be read and construed as being separate and severable from each other Section. Furthermore, should any Section or Part of this Bylaw be found to have been improperly enacted for any reason, then such Section or Part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

**EFFECTIVE DATE**

8. Bylaw 697 and amendments thereto be hereby rescinded.
9. This Bylaw shall come into force and effect on the third and final reading thereof.


**ATTACHMENTS:**

Schedule A – 2024 Schedule of Fees, Rates, and Charges

READ a first time this 8th day of July 2024.

READ a second time this 8th day of July 2024.

READ a third time and finely passed this 8th day of July 2024.

  
\_\_\_\_\_  
Kelly Peterson, Mayor

  
\_\_\_\_\_  
Noreen Zhang, CAO

Copy of Original

**BYLAW #**  
**Schedule A**  
**Schedule of Fees, Rates and Charges**

Description	Units	2024 Rates \$	GST Status
<b>Administration/Legislative Services</b>			
<b>Taxes Certificates</b>			
1. Tax certificate	Per Certificate	35.00	E
2. Landowner names & address (in accordance with FOIP only)	Per Name	5.00 with 10.00 Min. Charge	E
3. Real Property Report Compliance Certification	Per Compliance	100.00	E
<b>Tax Rate Bylaw</b>			
Minimum Annual Tax payable	Per Active Roll	\$50.00	E
<b>Penalties on Accounts</b>			
1. Current Taxes that remain unpaid as at 12:00 p.m. (midnight):	Per Bylaw # 751 & Amendments thereto		
a. on July 31 of that current Tax Year shall be subject to a penalty.	If any date specified in this section as a penalty date falls on other than a normal day of business, then the penalty date shall be the next normal business day.	6%	E
b. on November 30th of that current Tax Year shall be subject to an additional penalty.		12%	E
2. All Taxes that remain unpaid as at 12:00 p.m. (midnight):	Per Bylaw # 751 & Amendments thereto		
a. on July 31st of each year subsequent to the Tax Year in which the Taxes were imposed shall be subject to an additional penalty.	If any date specified in this section as a penalty date falls on other than a normal day of business, then the penalty date shall be the next normal business day.	6%	E
b. on November 30th of each year subsequent to the Tax Year in which the Taxes were imposed shall be subject to an additional penalty.		12%	E
3. Unpaid general receivables may be charged up to	Per Month	1.50%	E
4. Charge for insufficient funds or otherwise returned payment	Per Occurrence	42.50	E
5. Online tax account payment fee	Total Amount	2.2%	E
6. Cheque stop payments	Per Cheque	35.00	E
7. Cheque replacement	Per Cheque	25.00	E
<b>Licenses</b>			
1. Home Business License Bylaw LUB733: See Definitions & Development			
a. Resident	Per Year	25.00	E
b. Non-Resident	Per Year	50.00	E
2. Commercial Business License (Exempt fee: Federal & Provincial Status)			
a. Resident	Per year	25.00	E
b. Non-Resident	Per Year	50.00	E
3. Hawkers/Peddlers Licenses	Per Day	100.00	E
	Per Year	300.00	E
4. Dog/Cat Licenses			
a. Altered Dog License (veterinary proof required)	Per Animal	15.00	I
b. Intact Dog License	Per Animal	25.00	I

c. Replacement Dog Tag	Per Animal	5.00	E
d. Altered Cat License	Per Animal	5.00	E
e. Intact Cat License	Per Animal	10.00	E
f. Replacement Cat Tag	Per Animal	5.00	E
g. Vicious dog license Fee	Per Animal	250.00	E
h. Replacement Vicious Dog Tag	Per Animal	5.00	E
<b>Other Legislative/Administration Services</b>			
1. Nominations	Per Nomination	100.00	E
2. Photocopying/Facsimile			
a. Community or charitable organizations – black & white		No Fee	
b. Community or charitable organizations - color	Per Copy	0.30	T
c. Minutes, Bylaws, plans & other routinely disclosed documents	Per Page	1.00	T
d. Outgoing facsimile	Per Page	1.50	T
3. System produced reports:			
a. 1st 20 pages	Per Page	5.00	T
b. excess of 20 pages	Per Page	1.00	T
4. Documents – 1st 20 pages	Per Page	6.25	T
a. excess of 20 pages	Per Page	1.50	T
5. Town Maps	Per Map	25.00	E

Description	Units	2024 Rates \$	GST Status
6. Formal FOIP Request (plus all applicable charges as per FOIP Act)			
a. Minimum charge	Each	25.00	E
7. Advertising			
a. Wooden Entrance Sign	1-Year Contract	100.00	I
<i>(cost of having sign made is business owners expense and must be made at Autoexotic – Ally – 780-532-6556)</i>			
8. Subdivision and Development Appeal			
a. Subdivision and Development Appeal Board	Per Appeal	500.00	E
b. Legislative Services administration fee	Per Hour	75.00	E
9. Assessment Review Board Appeal Deposits (refundable if appeal successful)			
a. Residential dwellings	Per Appeal	50.00	E
b. Non-residential (commercial, industrial, M&E)	Per Appeal	650.00	E
c. Business Tax	Per Appeal	50.00	E
d. Tax Notices (other than business tax)	Per Notice	30.00	E
10. Joint Assessment Review Board Appeals			
a. Legislative Services administrative fee	Per Hour	75.00	E
<b>Planning and Development (See Land Use Bylaw)</b>			
<b>Development Permit Applications (fee is the largest value permit if multiple permits required)</b>			
1. Commercial	Per Permit	500.00	E
2. Industrial	Per Permit	500.00	E
3. Signs	Per Permit	75.00	E
4. Single family residential	Per Permit	100.00	E
5. Multiple residential	Per Unit	100.00	E
6. Fences	Per Permit	50.00	E
7. Variances	Per Permit	50.00	E
8. Decks	Per Permit	50.00	E
9. Accessory Buildings = or <225 sq. ft.	Per Permit	50.00	E
10. Communication tower residential	Per Permit	100.00	E
11. Communication tower non-residential	Per Permit	500.00	E
12. Institutional	Per Permit	600.00	E
13. Renewal Fee	Per Permit	100.00	E
<b>Demolition Permit</b>			
1. Residential	Per Permit	100.00	E
2. Non-residential <i>(minimum \$100.00)</i>	Per Sq. Meter	0.50	E
<b>Development Permit Penalties</b>			
1. Single family residential	Per Permit	1,000.00	E
2. Multiple residential	Per Unit	1,000.00	E
3. Home Based Business	Per Permit	200.00	E
4. Commercial	Per Permit	5,000.00	E
5. Industrial	Per Permit	5,000.00	E
6. Signs	Per Permit	500.00	E
7. Residential: Structures =/<225 sq. ft.(accessory buildings, detached garages, additions) fence, deck, communication towers>75 ft. not requiring guywires	Per Permit	100.00	E
8. Residential: Structures >225 sq. ft. (accessory buildings, detached garages & additions)	Per Permit	1,000.00	E
9. Fence Permit	Per Permit	150.00	E
<b>Demolition Permit Penalties (penalty applies if demolition starts prior to Demolition permit approval)</b>			
1. Residential	Per Permit	500.00	E
<b>Development – Agreement Charges</b>			
1. Legal and engineering	Per Agreement	The Greater of \$200 or 1% of Securities	T



Description	Units	2024 Rates \$	GST Status
Grader	Per Hour	195.00	T
Dump Truck	Per Hour	105.00	T
Skid Steer	Per Hour	120.00	T
Labour	Per Hour	75.00	E
<b>Environment</b>			
<b>Weed Control</b>			
1. Herbicide application for Enforcement or Public Lands			
a. Truck and Operator	Per Hour	160.00	T
b. General professional staff	Per Hour	75.00	T
c. General labour	Per Hour	50.00	T
2. Enforcement action minimum charge	Per Action	350.00	T
<b>Garbage &amp; Recycling Utility Rates</b>			
<i>(As Per Bylaw 740: Garbage &amp; Recycling Bylaw)</i>			
1. Garbage Bag Tags ( <i>non-refundable</i> )	Each	2.00	E
2. Garbage - residential	Per Month	17.00	E
3. Garbage – Apartment/Commercial	Per Month	20.00	E
4. Garbage - Institutional	Per Month	20.00	E
5. Master Cart Replacement	Per Cart	105.00	I
6. Recycling - Resident	Per Month	8.50	E
7. Recycling - Commercial	Per Month	8.50	E
<b>Fire Services</b>			
<b>Fire Administration</b>			
Administration Fees		Cost + 15%	E
<b>Fire Rescue Fees – AS PER BYLAW 735 AMENDED APPENDIX</b>			
1. Fire Rescue response to false alarms			
a. For the first response related to malfunctioning fire safety installations or other safety monitoring devices, at the same premises responded to during each calendar year		No Fee	
b. Second (2) response to a false alarm	Per Call	350.00	E
c. Third (3) and each subsequent response to a false alarm during a twelve month (12) period will result in a fee for each apparatus and member required.	Per Call	Per Resource	E
2. Engines, tenders, rescue, ladder, boat:			
a. As per apparatus, per hour or portion thereof	Per Hour	630.00	E
3. Utility vehicles, squad, brush truck, trailers, SPU, fire prevention vehicles, mobile command post, 4x4 mobile pumps, quads, skidoos and any other unspecified apparatus:			
a. Per apparatus, per hour or portion thereof	Per Hour	350.00	E
Description	Units	2024 Rates \$	GST Status
<b>Dangerous Good Apparatus</b>			
1. Per apparatus, for the first sixty minutes or portion thereof	Per Hour	1,200.00	E
2. Per apparatus, for each subsequent sixty minutes or portion thereof	Per Hour	700.00	E
3. Expenses plus 15% handling charge for all materials and supplies	Per Item	Cost + 15%	E
<b>Costs related to operational staffing:</b>			
1. Per member, per hour or portion thereof	Per Hour	125.00	E
<b>Fire Administration Fees</b>			
1. Request for the Administrative Service of a member (including witness interview)			
a. Per member, per hour or portion thereof plus expenses (2 hours min.)	Per Hour	160.00	E
b. Plus: thereafter, per member, per sixty minutes or portion thereof	Per Hour	90.00	E
c. Plus: actual expenses incurred	Per Item	Cost Recovery	
2. Reports (via subpoena only per FOIP Legislation)			

<i>Requested copies of Wembley fire services run reports, dangerous goods reports, fire investigation reports, or patient care reports, related to a specific incident, including letters of summary and all services associated with providing the requested information.</i>			
a. Up to two hours research and preparation	Per Report	160.00	E
b. Plus: thereafter, per sixty minutes or portion thereof	Per Hour	90.00	E
c. Fire investigation reports	Per Report	500.00	E
3. Duplication of photographs – hardcopy			
a. Up to 6 photographs	6 Photos	40.00	E
b. Each additional photograph	Per Additional	10.00	E
4. Duplication of photographs - digital			
a. Up to 20 photographs	20 Photos	55.00	E
b. Each additional photograph	Per Additional	5.00	E
c. Environmental enquiries per location	Per Enquiry	75.00	E
<b>Fire Inspection and Investigation Services</b>			
1. All fire inspection or investigation services including but not limited to:			
a. Inspection, certification, examination, approval, calculation, reporting, review, request, or measures of compliancy are subject to an hourly charge per member per hour, plus expenses	Per Hour	125.00	E
2. Knox® Fire Department key box	Per Box	Cost +15%	E
3. Mileage	Per Km	2.25	E
4. Security for site of investigations and inspections as determined by Fire Service.	Per Event	Cost +15%	E
<i>Non-Profit food outlets and/or those food outlets operating at registered not for profit festivals or events will be exempt from the Special Event Food Outlet Inspection Fee.</i>			
<b>Permits</b>			
1. Recreational burning permit (Back yard fire pit)		No Charge	E
2. Open burning permit		No Charge	E
3. Permits related to fireworks and pyrotechnic devices			
a. Vendor permit for sale of fireworks and pyrotechnic devices	Per Location/Year	100.00	E
b. Permit for display of high hazard fireworks	Per Permit/Event	100.00	E
c. Permit for display of low hazard fireworks		No Charge	E
<i>Non-Profit entities and/or displays operating at a registered not for profit festivals or events will be exempt from the permit for the use of pyrotechnic devices fee.</i>			