



**BYLAW NO. 12-2019  
OF THE  
VILLAGE OF WABAMUN  
IN THE PROVINCE OF ALBERTA**

**MASTER RATES AND FEES BYLAW**

A Bylaw of the Village of Wabamun, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, providing the establishment of Rates and Fees for Goods and Services as Delivered in the Municipality

**WHEREAS** it is expedient for the Council of the Village of Wabamun to enact a bylaw that consolidates and maintains the Rates and Fees for goods and services rendered within the Village of Wabamun;

**WHEREAS** it is desirable have such Rates and Fees be included in one bylaw for benefit of amendment on an annual basis and/or as required;

**THEREFORE** the Council of the Village of Wabamun establishes the following rates for goods and services in the Village of Wabamun and **ENACTS AS FOLLOWS:**

1. Short Title – This bylaw may be known as the “Master Rates and Fees Bylaw”
2. All applicable rates shall be included in Schedule A attached
3. That the Village of Wabamun is exempt from payment of all Rates and Fees listed in the attached Schedule A.
4. Review and update of the Master Rates and Fees Bylaw shall be conducted on an annual basis OR as needed including in conjunction with budget deliberations and/or planning meetings.
5. Master Rates and Fees Bylaw #02-2013 and all its components and Community Services POLICY NO: R:2, SECTION: Coal Diamonds Sports Park are hereby rescinded with passage of this bylaw.
6. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent to all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.
7. This bylaw shall take effect on the date of the third and final reading.

Read a first time in Council this 19 day of March, 2019

Read a second time in Council this 19 day of March, 2019

Read a third time in Council and passed this 19 day of March, 2019

\_\_\_\_\_  
Signed by the CEO this date

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
Signed by the CAO this date

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**MASTER RATES AND FEES BYLAW 12-2019**

**SCHEDULE "A"**

**1. COMMUNITY STANDARDS BYLAW NO 03-2012 ENFORCEMENT PENALTIES**

In accordance to Section 11 – Enforcement Orders of the Community Standard Bylaw No. 03-2012:

	First Offence	Second Offence	Subsequent Offences
Make Noise in Public	\$250	\$500	\$1,000
Permit Noise in Public	\$250	\$500	\$1,000
Yelling, Screaming or Swearing in Public	\$150	\$250	\$500
Drinking Establishment Making Noise in Public	\$500	\$1,000	\$1,500
Make noise in Hospital District	\$150	\$250	\$500
Make Noise Industrial/Construction	\$150	\$300	\$750
Deface Public/Private Property	\$250	\$500	\$750
Deposit Litter on Public Property	\$100	\$200	\$300
Fail to Remove Litter	\$100	\$200	\$300
Urinate or Defecate in a Public Place	\$250	\$500	\$750
Fight in Public Place	\$250	\$500	\$1,000
Fail to Disperse as Requested by Designated Officer/Peace Officer	\$250	\$500	\$750
Loitering	\$100	\$200	\$300

In accordance to Section 12 – Appeal of Orders of the Community Standard Bylaw No. 03-2012:

Appeal Fee \$200.00 Non-refundable

**2. OFFICE FEES**

**SECTION 1: ADMINISTRATION FEES**

- a) Administration Fee \$ 50.00
- b) Photo copying \$ 0.25 per black and white copy; \$ 0.50 for colored copies
- c) Non-sufficient Funds Cheque \$ 40.00
- d) PENALTIES 1.5% on overdue accounts per month \*

\*unless otherwise posted under specific Appendix (such as Tax Penalties shown below)

**SECTION 2: DEVELOPMENT**

- a) Property File Search \$25.00
- b) Compliance Certificate \$50.00
- Rush Order (48 hours or less) ADD \$100
- c) Development Permit
  - i. Residential - fence, detached garage, accessory building, deck, renovation, home occupation \$100
  - ii. Commercial - fence, detached garage, accessory building, deck, sign, renovation, change of use \$125
  - iii. New Residential Dwelling \$150.00
  - iv. New Commercial Building \$300.00
  - v. Demolition \$100
- d) Development Appeal \$400
- e) Land Use Bylaw Enforcement Notice Appeal \$400
- f) Land Use Bylaw Appeal \$400
- g) Land Use Bylaw Amendment Application \$700 (non-refundable)
- h) Land Use Bylaw in binder \$50.00
- i) FOIP request - \$25 each or \$50 for more than one, plus \$6.75 per 15 minute period for administration supervision for documents that cannot leave the office

**SECTION 3: TAXES**

a) Tax Certificates	\$30.00
Rush Order (48 hours or less)	ADD \$50.00
b) Assessment Appeals	
i. Residential – 3 or fewer Dwellings	\$100/property or dwelling (required with application)
ii. Residential – 4 or more dwellings	\$100/property or dwelling (required with application)
iii. Non-residential	\$200 (required with application)
c) Tax Penalties:	
1. 1st day of every month	1.5% on outstanding arrears (including penalties)
2. 1st day of August	- 7% on the current taxes outstanding
3. First day of Sept., Oct., Nov. and Dec.	- 1.5% on current taxes outstanding (including penalties)

**SECTION 4: CEMETERY**

a) Cemetery plots	\$500
b) Columbarium Niche	\$500
c) Memorial Plaque Space	\$200
d) Niche Plaque	\$550
e) Memorial Plaque	\$300

NOTE – All Niche Plaques and Memorial Plaques must be purchased through the Village, no exceptions, holes have been pre-drilled for this purpose

f) Cremations	
Cremation Plot - Open	\$ 50.00 Weekday (Except Holidays)
Cremation Plot - Close	\$ 50.00 Weekday (Except Holidays)
Cremation Plot - Open	\$ 100.00 Weekend (Incl. Holidays)
Cremation Plot – Close	\$ 100.00 Weekend (Incl. Holidays)
g) Grave	
Grave - Open	\$ 300.00 Weekday (Except Holidays)
Grave - Close	\$ 200.00 Weekday (Except Holidays)
Grave - Open	\$500.00 Weekend (Incl. Holidays)
Grave - Close	\$ 400.00 Weekend (Incl. Holidays)
h) Columbarium	
Columbarium Niche - Open	\$ 20.00 Weekday (Except Holidays)
Columbarium Niche - Close	\$ 20.00 Weekday (Except Holidays)
Columbarium Niche – Open	\$ 60.00 Weekend (Incl. Holidays)
Columbarium Niche - Close	\$ 60.00 Weekend (Incl. Holidays)
Niche Plaque Installation	\$ 60.00 Weekday (Except Holidays)
Memorial Plaque Installation	\$60.00 Weekday (Except Holidays)

**3. PUBLIC WORKS**

**Equipment (Includes Village Operator-Required)**

Skid Steer	\$120.00 Per Hour
Mini Hoe	\$170.00 Per Hour
Grader	\$190.00 Per Hour

Loader	\$190.00 Per Hour
Pull Behind Mower W/ Tractor	\$120.00 Per Hour
Front End Mower	\$100.00 Per Hour
Tandem Dump Truck	\$150.00 Per Hour
Sweeper	\$150.00 Per Hour

**Village Public Works Employee Fee**

One Hour Per Employee	\$ 55.00
Emergency Call Out or Overtime /Employee	\$100.00/Hr

**Services**

Sanding Parking Lot	\$ 75.00
Frost Plate	\$ 50.00
Metal Detector	Free To Residents (Property Owner Is Responsible For Any Damages To Detector While In Their Use)

**Contract Services**

- A. Cost For Equipment, Operator, Supplies Shall Be Calculated And Charged Directly To Property Owner Or Municipality, Stated Rates Are For Work Done During Regular Village Working Hours, Does Not Include Overtime, Weekends Or Holidays Unless Specified.
- B. An Equipment Mobilization Fee Of \$60 Per Lot (Or Parcel) Shall Be Charged For All Contract Work And/Or Property Clean Ups Done By The Village. This Charge Shall Be Over And Above Equipment And Staff Rates Denoted In This Schedule.

**4. RECREATION**

**COAL DIAMOND SPORTS PARK  
RENTAL FEES**

**A. FULL SPORTS PARK**

**REGULATION:** This campground is a group site and will be rented to one group at a time with one person designated as responsible for the applicable fee(s) and site activity. The two ball fields and soccer field and washrooms will be included with the campground as one rental package for the full sports park. Rental rates are for weekend use: either Friday 4pm – Sunday 8pm OR on a long weekend with an official statutory holiday attached Friday 4pm – Monday 8pm.

- a) Sports Park \$700 + GST for weekend rental
- b) Security Fee\* \$500.00 (required to reserve site)

**B. CAMPGROUND ONLY**

**REGULATION:** This campground is a group site and will be rented to one group at a time with one person designated as responsible for the applicable fee(s) and site activity. Washrooms will be included with the campground as one rental package. Rental rates are for weekend use: either Friday 4pm – Sunday 8pm OR on a long weekend with an official statutory holiday attached Friday 4pm – Monday 8pm.

- a) \$250.00 + GST for weekend rental
- b) Security Fee\* \$500.00 (required to reserve site)

\*The security fee will be processed as a damage deposit upon the day rental begins and used to offset any costs to the Village for cleanup, damages, destruction, or loss of municipal property caused during the event and the responsibility of the party renting the Coal Diamond Sports Park.

**C. REGULAR BOOKINGS – DIAMONDS ONLY**

1. All bookings are to be for a two-hour block per diamond.
  
2. Village based teams including incorporated municipalities within the boundaries of Wabamun.  
  
ADULT: \$15.00 per block  
CHILDREN: \$ 7.50 per block
  
3. Non-Village based teams  
  
ADULT: \$20.00 per block  
CHILDREN \$15.00 per block
  
4. Age Limits  
  
ADULT: 17 years and over  
CHILDREN: 16 years and under
  
5. Cancellation Policy

No refund will be given in the event of a cancellation of games for non-weather related reasons. This will not apply to tournaments.

6. Rainout

Full games cancelled due to a “rainout” may be rescheduled at no additional cost, or refunded at the discretion of the Village. No refund will normally be given for “rainout” of games which are already in progress.

**D. TOURNAMENT BOOKINGS – NO CAMPGROUND**

1. Fees
  - a. Village based teams - \$60/diamond/day
  - b. Non Village based teams - \$75/diamond/day

2. Cancellation Clause

Booking cancellation must be thirty (30) days prior to tournament date.

3. Retainer Clause

A \$250.00 retainer will be held by the Village of Wabamun at the time of booking a tournament. The retainer will be held in the event cancellations are made without thirty (30) days notice.

4. Damage Deposit

A \$500.00 damage deposit will be required prior to the commencement of the tournament.

5. Parking Lot/Turf Area/Camping Area

At the discretion of the Village of Wabamun the parking lot may be used for overnight parking of recreational vehicles for tournaments only, if the camping area is full. The designated turf areas may be used during dry conditions at the discretion of the Village of Wabamun.

6. User Group Responsibilities

It is the responsibility of the user group to lime diamonds,

7. Rainout

Partial or full tournaments cancelled due to a “rainout” as determined by the Village will be rescheduled at no additional costs. If rescheduling is not possible, a full refund will be given for the cancelled portion of the tournament.

**E. SOCCER PITCH**

1. All bookings are to be for a two-hour block

2. \$5.00 per block, no residency restriction

**F. GENERAL POLICIES**

1. Payment

All bookings are to be paid thirty (30) days in advance. If the booking is made in less than thirty (30) days, a certified cheque may be required.

2. Hand Tools

No hand tools are available for use by teams using the diamonds.



**COAL DIAMOND SPORTS PARK CAMPING AREA**

The Village of Wabamun Policies are to help make your stay here as pleasant, safe and memorable as possible. Please familiarize yourself with these Policies and ensure your party travelling with you is informed. Not following Policies may result in eviction, loss of any fees paid and the forfeit any future visits.

The Village of Wabamun operates and maintains the Coal Diamonds Sports Park, and thus, Municipal Bylaws and Policies will be enforced. For special Events, the Village of Wabamun may designate an individual to monitor and oversee the camping area.

1. A deposit/pre-authorized credit card is required in order to confirm your rental. This deposit will serve as both a retainer and damage deposit. This amount will be refunded to the rentee signed below within ten (10) working days after the last day of rental provided there are no damages. If any damages have occurred, the Village will retain part or all of said damage deposit, depending upon the severity of the damage and the replacement or repair value of the damages. Any damages beyond the value of the above deposit will be the sole responsibility of the rentee signed below.

2. The rental fee of is due in the form of cash, credit/debit card, certified cheque, or money order, no later than thirty (30) days prior to the rental date, unless authorized by the Village of Wabamun.

3. The rentee agrees to remove all items that have been brought in, including all garbage, fire pits, unused firewood, etc. Failure to do so will result in the Village retaining part or all of the damage deposit. Garbage may be placed in the dumpster provided. If one is not provided, garbage can be placed in the dumpster located behind the Village Office (5217 – 52 St.).
4. The Village does not provide firewood although the rentee may bring their own.
5. The rentee agrees to keep all fires contained in fire pits. Local fire Bylaws must be adhered to, including any local fire bans.
6. **Fireworks are strictly prohibited in the Village of Wabamun without a permit.**
7. “Quiet time” is from 11:00 p.m. to 8:00 a.m., but excessive noise or abusive language will not be tolerated at any time. Please refer to the Community Standards Bylaw for further information.
8. Pets are welcome in the park providing they are on leashes at all times and cleaned up after.
9. Failure to meet payment requirements constitutes cancellation on the part of the rentee. Cancellations may be made up to thirty (30) days in advance with no penalty. Cancellations less than thirty (30) days in advance will be subject to an Admin Fee. This will be retained from the rentee's deposit.
10. **Alcohol must be confined to the camping area.**
11. In the event the camping area is unsuitable for camping or inaccessible for vehicles as a result of poor weather, the parking area may be used as an alternate location. The Village reserves the right to make this decision at any time prior to the arrival date.
12. All campers must be registered prior to entering the campground. Registration is done through either the Village of Wabamun Office, or with the rentee.

13. **Emergencies**

In case of emergency, please dial **911**. For less serious incidents, please contact: RCMP: 780-968-7267

By signing below, I have read and understand all conditions and regulations stipulated above, and agree to abide by such.

\_\_\_\_\_  
 Rentee's Name (Please Print)

\_\_\_\_\_  
 Village of Wabamun Representative (Please Print)

\_\_\_\_\_  
 Rentee's Name (Signature)

\_\_\_\_\_  
 Village of Wabamun Representative (Signature)

Date: \_\_\_\_\_



MASTER RATES AND SCHEDULES BYLAW  
 SECTION: ADMINISTRATION  
 PART: SPECIAL EVENTS  
 APPENDIX B3: APPLICATION FOR SPECIAL EVENT PERMIT  
 (TO BE FILLED BY THE APPLICANT)

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

CHARITABLE GROUP(S) THAT PROFIT WILL BE DONATED TO AND %: \_\_\_\_\_

NAME OF ORGANIZING GROUP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT'S PHONE NUMBER: 1) \_\_\_\_\_ 2) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIBE EVENT: \_\_\_\_\_

\_\_\_\_\_

SECURITY CONTROL PLAN: \_\_\_\_\_ PROPOSED TIME(S) FOR THE EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ANTICIPATED ATTENDANCE: \_\_\_\_\_

\_\_\_\_\_

\*FOOD HANDLING CERTIFICATE: YES/NO \*LIABILITY INSURANCE COVERAGE: YES/NO

MANDATORY \$3,000,000 LIABILITY INSURANCE NAMING VILLAGE OF WABAMUN ADDITIONAL INSURED

\*ATTACH REQUIRED DOCUMENTS TO PROCESS APPLICATION: YES/NO YES/NO

SIGNATURE: \_\_\_\_\_ DATE STAMPED: \_\_\_\_\_

**FOR OFFICE USE ONLY**

FEE: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

DECISION DATE: \_\_\_\_\_

PERMIT FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

COPY OF PERMIT AND CONDITIONS ATTACHED

\_\_\_\_\_  
DEVELOPMENT AUTHORITY

**5. ARENA USER FEES**

- a) Wabamun Minor Hockey \$100.00 per hour
- b) Other Minor Hockey \$115.00 per hour
- c) Other Rentals \$125.00 per hour
- d) Wabamun School Program
  - i. With ice \$60.00 per hour or no charge if joint use agreement applies
  - ii. Without ice \$30.00 per hour or no charge if joint use agreement applies
- e) Local Fire Department \$60.00 per hour
- f) Public Skate \$2.00 per person
- g) Public Skating Annual Pass
  - i. Family \$60.00
  - ii. Individual \$25.00
- h) Concession Rental \$350.00 per month
- i) Lobby Rental
  - i. Hourly Rate \$40.00 per hour
- j) Wabamun Fun Hockey Program \$60.00 per session



## 6. JUBILEE HALL RENTAL FEES

### REGULAR BOOKING FEES

- a) Hardwood side \$150.00 + GST per day
- b) Carpet side \$150.00 + GST per day
- c) Full Hall \$400.00 + GST per day includes Hardwood side, Carpet side, and Kitchen
- d) Multi-day Event – Full Hall and Kitchen \$650.00 + GST from 4pm the day before the event to noon the day after the event for a single day event, additional days charged at regular rates
- e) Damage Deposit \$500.00 (required to confirm booking for rentals a, b, c, d, k, l, m)
- f) Kitchen \$100.00 + GST per day
- g) Administration Fee \$100.00
- h) Cleaning Fee \$30.00 per hour
- i) Lost Key Charge \$500.00 + GST
- j) Wabamun School Subject to Joint Use Agreement

### RATES FOR REGISTERED NON PROFIT ORGANIZATIONS BASED IN VILLAGE OF WABAMUN AND FOR INDIVIDUALS AND BUSINESSES PROVIDING REGULAR PROGRAMMING FOR AREA RESIDENTS (minimum once/wk) (70% discount)

- k) Hardwood side \$45.00 + GST per day or per program slot at the discretion of the CAO
- l) Carpet side \$45.00 + GST per day or per program slot at the discretion of the CAO
- m) Full Hall \$120.00 + GST per day or per program slot at the discretion of the CAO includes Hardwood side, Carpet side, and Kitchen
- n) Kitchen \$30.00 + GST per day or per program slot at the discretion of the CAO

A Program Slot shall be the daily time period during which an individual, group or business requires the hall for set up, programming and take down/clean up to provide a regularly scheduled program. The required Program Slot shall be agreed upon between the individual, group or business and the CAO and shall be booked as per rental policies in place. The hall may be rented by others outside of the regularly scheduled program slot. No regular Program Slots shall be allocated between 4pm on Fridays and 12 noon on Sundays to allow for weekend events

The damage deposit shall be used to offset any costs to the Village for damages, destruction, excessive cleaning required or loss of municipal property caused during the event and the responsibility of the party renting the Jubilee Hall.

## 7. BUS USER FEES

- a) Driver \$25.00 + GST per hour
  - calculated from the time the bus leaves the public work shop until it returns.
- b) Mileage .60 + GST per km
  - as per the mileage recorded by the bus driver and submitted