

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BY-LAW 19-030**

**BEING A BY-LAW INTRODUCED FOR THE PURPOSE  
OF ESTABLISHING A SCHEDULE OF FEES**

WHEREAS Lethbridge County deems it expedient to set and review, as necessary, from time to time various fees of the County, and

WHEREAS in accordance with the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto, the County for a municipality may set fees for goods and services provided;

NOW THEREFORE the Council of Lethbridge County, in the Province of Alberta, duly assembled enacts and adopts the Schedule of Fees, attached to and forming Schedule "A" of this By-Law and;

THAT this By-Law shall come into force and effect August 1, 2019 and;

THIS By-Law shall hereby rescind previous By-Law 19-025.

GIVEN first reading this 1st day of August, 2019.



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Reeve



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Chief Administrative Officer

GIVEN second reading this 1<sup>st</sup> day of August, 2019.



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Reeve



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Chief Administrative Officer

GIVEN third reading this 1st day of August, 2019.



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Reeve



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Chief Administrative Officer

**SCHEDULE "A"**

Notation: GST charges where applicable.

**A. PLANNING AND DEVELOPMENT****1. Schedule of Fees for Specified Services****Land Use Bylaw Amendments:**

- |    |                               |            |
|----|-------------------------------|------------|
| a) | Conventional LUB Amendments   | \$1,500.00 |
| b) | Direct Control LUB Amendments | \$2,000.00 |

New Area Structure Plan or Area Re-development Plan	\$2,500.00
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Amendment to Area Structure Plan or Area Re-development Plan	\$1,500.00
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Municipal Development Plan or Intermunicipal Development Plan Amendments	\$2,500.00
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**2. Agricultural Buildings**

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|----|--|----------|
| a) | Requiring a permit – permitted use     | \$200.00 |
| b) | Requiring a permit – discretionary use | \$300.00 |

**3. Development for Residential Use**

- |    |   |                     |
|----|---|---------------------|
| a. | Home Occupations  | \$150.00            |
| b. | Single Detached Dwelling                                | \$200.00            |
| c. | Duplex/Semi-detached Dwelling                           | \$300.00            |
| d. | Multi-unit apartments & townhouses                      | \$300.00            |
|    |   | plus 50.00 per unit |
| e. | Addition to dwellings                                   | \$200.00            |
| f. | Accessory buildings/structures in residential districts | \$150.00            |
| g. | Decks   | \$100.00            |
| h. | Discretionary Uses**                                    | \$300.00            |

**4. Development for Commercial & Industrial Uses**

- |    |                                   |            |
|----|-----------------------------------|------------|
| a. | Change of use or additional use:  |            |
|    | - Permitted                       | \$200.00   |
|    | - Discretionary                   | \$300.00   |
| b. | New buildings with an area:**     |            |
|    | i) less than 500 square metres    | \$300.00   |
|    | ii) 500 to 2,000 square metres    | \$500.00   |
|    | iii) 2,001 to 5,000 square metres | \$750.00   |
|    | iv) over 5,000 square metres      | \$1,500.00 |

\*\*Applications requiring notification (i.e. discretionary), add additional: \$100.00

**5. Public Institutional Uses**

Fees will be determined in accordance with the appropriate use.

**6. Signs as required:**

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|----|----------------------------|----------|
| a) | Permit – permitted use     | \$150.00 |
| b) | Permit – discretionary use | \$300.00 |

**7. Resource Extraction Permits**

- |    |                    |            |
|----|--------------------|------------|
| a) | Less than 12 acres | \$500.00   |
| b) | 12 acres or more   | \$1,000.00 |

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|----|---|-----------------------|
| 8. | Wind Energy Conversion Systems – Commercial | \$100.00<br>per tower |
|----|---|-----------------------|

9. Solar Collectors – Commercial
- a) Less than 12 acres \$500.00
  - b) 12 acres or more \$1,000.00
10. Demolition – where permit required \$50.00
11. Unauthorized Development
- When an application is made after development has commenced or occurred, the above fees shall be doubled.
12. Waivers
- Applications requesting waivers to a standard of the Land Use By-Law shall include additional fee of: \$200.00
13. Development Agreement Application Deposit (as required) \$1,000.00
- a) Deposit will go towards the Development Agreement Fees including:
    - i) Development Agreement Fees
    - ii) Inspection Fees
    - iii) Plans Examination Fees
14. Development Agreement Fee\*\*
- a) \$20.00 per \$10,000 of the estimated cost of the local improvements to a maximum of \$1,000.00.
- \*\*Fee is required up front at the time of signing the Development Agreement.
15. Development Agreement Site Inspection Fees (as required):
- a) \$700.00 for two inspections\*\*
  - b) Each additional inspection will be \$350.00 (invoiced to the developer)
- \*\*Fee is required up front at the time of signing the Development Agreement.
16. Development Agreement Plans Examination\*\* (as required)  
Fees are based on the engineers estimated cost of the local improvements.
- a) First \$500,000 - \$1.00 / \$1,000
  - b) Over \$500,000 - \$0.50 / \$1,000
  - c) Maximum fee of \$1,000
- \*\*If an external review by an engineer is required by the County, the developer will pay the actual costs + 10%.
17. Other Planning & Development Department Services
- a) Compliance Letters \$100.00
  - b) Compliance Letter - same day service (if available) \$150.00
  - c) Zoning Confirmation Letter \$50.00
  - d) Caveat Discharge (per release) \$60.00
18. Subdivision & Development Appeal Fee \$500.00
19. Copy of Land Use By-Law \$100.00
20. Engineering Standards & Guidelines Manual (plus GST) \$100.00
21. Copy of Joint Intermunicipal Plan(s) \$50.00
22. Copy of Municipal Development Plan \$50.00

23. 43<sup>rd</sup> Street Future Intersection Improvements  
 - Intersection Upgrade Est. (2019) \$930.600 divided over 163.45 acres  
 - Annual Inflation Percentage added at 2.00%

<b>Year</b>	<b>Per Acre Value</b>	<b>Annual Inflation</b>
2019	\$5,693.48	0
2020	\$5,807.35	113.87
2021	\$5,923.50	116.15
2022	\$6,041.97	118.47
2023	\$6,162.81	120.84
2024	\$6,286.06	123.26
2025	\$6,411.78	125.72
2026	\$6,540.02	128.24
2027	\$6,670.82	130.80
2028	\$6,804.24	133.42
2029	\$6,940.32	136.08
2030	\$7,079.13	138.81
2031	\$7,220.71	141.58
2032	\$7,365.12	144.41
2033	\$7,512.43	147.30
2034	\$7,662.67	150.25
2035	\$7,815.93	153.25
2036	\$7,972.25	156.32
2037	\$8,131.69	159.44
2038	\$8,294.33	162.63

**B. ADMINISTRATION – FINANCE**

1. County map/booklets are subject to Canada Post rates
2. Tax Roll Certificate (per parcel) \$45.00
3. Assessment Review Board Complaints
  - Residential & Farmland \$50.00
  - Non-Residential \$350.00
  - Business Tax \$50.00
4. Tax & Assessment Information
  - a. \$75.00/hour of Staff time
  - b. Computer generated forms (i.e. hard copies) – \$1.00 per page plus programming fees if required
  - c. Tax Notification Fee \$25.00
5. Photocopies
  - a. Photocopies of minutes (per page) \$1.00
  - b. Non-County use (per copy) \$0.25
  - c. Government agencies (per copy) \$0.25
  - d. Reduction/Enlargement (per copy) \$0.25
  - e. Printed copy of Annual Report (color) \$50.00
  - f. Printed copy of Annual Report (black & white) \$25.00
6. NSF Cheque Charge \$25.00
7. Sale of County Mementoes
  - County Caps \$10.00
  - County lapel pins \$1.00

Other mementoes not listed above shall be offered for sale at cost plus 30%.
8. Boardroom/Council Chambers Rentals
  - One half day \$120.00
  - One full day \$200.00

(Charges include coffee, pop, juice & water)
9. General Accounts Receivable

All accounts are due 30 days from invoice date. Any invoices due after 30 days will be charged 1.5% interest per month. Past due reminders will be sent out after 30 days. Accounts outstanding for more than 90 days will be subject to the legal processes available through legislation. The account holder will be responsible for all fees associated with the collection of the account.
10. Application Fee for Closure, Sale or Lease of Road Allowance through By-Law process \$1,200.00
11. Application Fee for Closure, Sale or Lease of Road Allowance through Council Resolution process \$750.00
12. Road Allowance Leases (5 year period)
  - Pasture - \$10.00 /acre/year
  - Cultivated - \$20.00/acre/year
13. Sale of Road Allowance (Price to be determined at time of request)
  - Request to Council to sell previously closed road allowance if new By-Law is not required \$500.00
  - Processing fee (preparation of transfer documents) \$1,500.00

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|-----|--|----------|
| 14. | <u>Transfer of Road Allowance Lease</u><br>(From one lessee to another)  | \$250.00 |
| 15. | <u>Leasing of Farm Land</u> – Application Fee  | \$100.00 |
|     | - Minimal annual lease per acre - \$15.00 or value submitted<br>or accepted through the tender process.  |          |
| 16. | <u>Schedule of Fees – Search Request and Other Services</u><br><u>Not Otherwise Covered</u>  |          |
|     | a. All requests for information other than as specified above shall be<br>accompanied by a search request letter as well as a non-<br>refundable search processing fee of \$50.00 per hour. Minimum<br>\$50.00 charge per request. |          |
|     | b. In the event the information requested requires an archival search,<br>there will be an additional non-refundable processing fee of \$50.00.  |          |
|     | c. Formal FOIP request \$25.00 plus applicable charges as per FOIP<br>Act/Regulations.   |          |

**C. EMERGENCY SERVICES**

1. Fees for an Emergency Service Department(s) Responding to any Emergency Call Other than a Motor Vehicle Collision or any Incident on a Provincial Highway Right-of-Way
  - a) Fees for an emergency service department(s) responding to any Emergency Call will be \$325.00 per ½ hour.
  - b) Billing time will commence with the initial call for a response and cease when the emergency service department(s) has returned to service.
  - c) Cause and/or origin of the incident will determine either the individual or the registered property which will be invoiced fees for the emergency response.
  
2. Fees for an Emergency Service Department(s) Responding to any Motor Vehicle Collision or any Incident on a Provincial Highway Right-of-Way
  - a) Fees will match those outlined in the current Alberta Transportation Policy for Emergency Call – Emergency Response on Highways.
  - b) Costs for additional equipment and/or personnel, may be included in addition to the cost of the Emergency Service Department(s) response.
  - c) Billing time will commence with the initial call for a response and cease when the emergency service department(s) has returned to service.
  - d) Fees will be divided equally and invoiced accordingly to each registered property owner(s) involved in the incident.
  
3. Fees for an Emergency Service Department(s) Responding to a False Alarm
  - a) First response related to a malfunctioning or maliciously activated fire safety installation or other safety device where no emergency exists during a calendar year – no charge.
  - b) Second response related to a malfunctioning or maliciously activated fire safety installation or other safety device where no emergency exists during a calendar year - \$325.00.
  - c) Third response related to a malfunctioning or maliciously activated fire safety installation or other safety device where no emergency exists during a calendar year - \$650.00.
  
4. Fees for Requested Fire Inspection and Investigation Services
  - a) Provision of fire inspection and investigation services by a Lethbridge County accredited Fire Safety Codes Officer will be \$66.00 per ½ hour.
  - b) Time incurred for travel and administration will be charged at the same rate.

5. Fees for Emergency Responses to a Call for Municipal Mutual Aid

- a) Fees for emergency responses to calls for municipal mutual aid will be invoiced as per the current "*Agreement on Area Resource Sharing*".
- b) Fees will reflect the dollar amounts listed herein.

6. Extra Ordinary Events

The County retains the right to review all emergency events and where extra ordinary circumstances exist may adjust invoicing procedures other than the dollar amounts listed herein.

**D. PUBLIC WORKS**1. Snowplowing

Snowplowing on private driveways is considered custom work. Materials and wages will be charged at cost plus 10 % and equipment will be charged according to current Alberta Roadbuilders & Heavy Construction Association rates. There will be no charge for clearing of bus turnarounds on private property.

2. Sign Requests – At cost plus installation costs.3. Permits - Valid up one (1) year of issuance. A non-refundable Administration Fee of \$100.00 will be withheld for each cancelled approach, crossing, and right-of-access/waiver requests.4. Approaches – New approach approvals

- Permitting and inspections – includes widening of existing \$330.00
- A refundable charge of \$100.00 will be reimbursed to the applicant once inspection is conducted and approved.

5. Waterline Crossings on Road Allowance

- Permitting and inspections \$330.00
- A refundable charge of \$100.00 will be reimbursed to the applicant once inspection is conducted and approved.

6. Pipeline Crossings of Road Allowance

- Permitting and inspections \$330.00
- A refundable charge of \$100.00 will be reimbursed to the applicant once inspection is conducted and approved.

7. Irrigation Crossing

- Permitting and inspections \$330.00
- A refundable charge of \$100.00 will be reimbursed to the applicant once inspection is conducted and approved.

8. Buried Electrical/Utility Line Installation & Rural Crossing Regulations

- Permitting and inspections \$330.00
- A refundable charge of \$100.00 will be reimbursed to the applicant once inspection is conducted and approved.

9. Seismic Operations Permit

- Permitting and inspections \$330.00
- A refundable charge of \$100.00 will be reimbursed to the applicant once inspection is conducted and approved.

10. Any Type of Pipeline in County Right-of-Way

- Permitting and inspections \$330.00
- A refundable charge of \$100.00 will be reimbursed to the applicant once inspection is conducted and approved.

11. Right of Access/Waiver Requests (no GST)

- a. Existing Approaches \$55.00
- b. Road Allowances \$55.00
- c. Proximity Requests \$55.00
- d. Utilicorp Facilities & Poles \$55.00

12. Equipment Rentals, Materials & Outside Invoicing – Custom Work

- a) Intermunicipal Government Agencies, Water Co-ops and Lethbridge Regional Waste Management Services Commission – Equipment, materials and wages at cost plus 10%.
- b) For all other custom work completed, materials and wages at cost plus 10% and equipment will be charged according to the Alberta Roadbuilders & Heavy Construction Association current rates.

13. Overweight & Overdimension Vehicle Permit Fees

Alberta Transportation's Transportation Vehicle Routing and Information System - Multi-Jurisdiction (TRAVIS-MJ) – Fixed Municipal Fee - \$15.00

14. Road Haul Use Agreement (Non-refundable fee)

- Pre and Post Inspection and Administration	\$400.00
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**E. AGRICULTURAL SERVICE BOARD**

1. All equipment at Alberta Roadbuilders & Heavy Construction Association current rates.
2. Grass seed at cost plus 10%
3. Chemicals at cost plus 10%
4. Fertilizers at cost plus 10%
5. Backpack sprayers at cost plus 10%
6. Skunk traps at cost plus 10%
7. Brillion drills - \$150.00 minimum or \$5.00 per acre
8. Straw Shredder & Straw Incorporator - \$100.00 per day and \$200.00 damage deposit.

**F. GEOPHYSICAL REQUESTS**

1. Pre & Post Inspection Fee (per inspection) \$200.00

**G. GIS SCHEDULED FEES**

Item	Client Price
Custom Work/Map Making (per hour, minimum 1 hour.)	\$65.00
8.5" x 11" & 11" x 17" - Hard copy maps	\$5.00
Wall Maps	\$25.00
Map Booklets	\$30.00

**H. MISCELLANEOUS**

The County reserves the right to implement charges required to cover the costs of services or materials supplied that are not specifically noted herein.