

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW 25-035

**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 January 1, 2026 and;

THIS By-Law shall hereby rescind previous By-Law 25-001.

GIVEN first reading this 4 day of December, 2025.



Reeve



Chief Administrative Officer

GIVEN second reading this 4 day of December, 2025.



Reeve



Chief Administrative Officer

GIVEN third reading this 4 day of December, 2024.




Reeve



Chief Administrative Officer

SCHEDULE “A”

Notation: GST charges where applicable.

A. PLANNING AND DEVELOPMENT

1. Planning

Fee Description	Rate
Intermunicipal Development Plan Amendments or Intermunicipal Development Plan Amendments	\$2,500.00
Area Structure Plan – New	\$2,500.00
Area Structure Plan –Amendment	\$1,500.00
Land Use Bylaw Amendment – Conventional District	\$1,500.00
Land Use Bylaw Amendment – Direct Control District	\$2,000.00

2. Development

Fee Description	Rate		
	Permitted Use	Discretionary Use	Waiver
Agricultural Buildings – requiring a permit	\$200.00	\$300.00	\$200.00 additional fee
Residential			
a. Home Occupations	\$150.00	\$300.00	\$200.00 additional fee
b. Single Detached Dwelling	\$200.00	\$300.00	
c. Duplex/semi-detached Dwelling	\$300.00	\$300.00	
d. Multi-unit apartments & townhouses	-	\$300.00 plus \$50.00 per unit	
e. Addition to a Dwelling	\$200.00	\$300.00	
f. Accessory Buildings/Structures/Decks for residential use	\$150.00	\$300.00	
g. Demolition	\$100.00	\$100.00	
* If applying for more than one Building or Use on the parcel, the Building/Use with the highest fee applies plus \$50.00 per additional Permitted Building/Use or \$100.00 per additional Discretionary Building/Use.			
Commercial /Industrial			
Change of use or additional use	\$200.00	\$300.00	\$200.00 additional fee
New Buildings, with an area			
a. Less than 500 square metres	\$300.00	\$400.00	
b. 500 to 2,000 square metres	\$500.00	\$600.00	
c. 2,001 to 5,000 square metres	\$750.00	\$850.00	
d. Over 5,000 square metres	\$1,500.00	\$1600.00	
Demolition	\$100.00	\$100.00	
Solar Collectors			
a. less than 12 acres	\$600.00		
b. 12 acres or more	\$1,200.00		
Wind Energy Conversion Systems	\$250.00 per tower	\$350.00 per tower	
Signs	\$150.00	\$300.00	
Resource Extraction Permits			
a. less than 12 acres	\$600.00		
b. 12 acres or more	\$1,200.00		
h. Telecommunication	\$500.00 + mailing fees		
Public Institutional	To be determined in accordance with the appropriate use.		

* If the Development has commenced prior to obtaining a development permit, the fees shall be doubled.

3. Development Agreement

Fee Description	Rate
Deposit (as required) <i>Deposit will go towards the Development Agreement Fees, including development agreement fees, inspection fees, and plan examination fees.</i>	\$1,000.00
Development Agreement Fee <i>Required at the time of signing the agreement.</i>	\$100.00 per \$10,000 of the estimated cost of the local improvements to a maximum of \$1,500.00
Site Inspection Fees (as required) <i>Required at the time of signing the agreement.</i>	\$700.00 for two inspections Each additional inspection will be \$350.00 (invoiced to the developer)
Plans Examination (as required) Based on the engineers estimated cost of the municipal improvements: a. Up to \$500,000 b. Over \$500,000 c. Maximum fee d. External review by an engineer is required as determined by the County.	\$1.00 per \$1,000 \$0.50 per \$1,000 \$1,000 Actual cost + 10%
Development Agreement Security Deposit <ul style="list-style-type: none">The developer must provide to the County, 100% of an engineer's stamped and certified estimated cost for the supply and installation for municipal improvements included in the agreement (this does not include installation of shallow utilities) due upon signing the development agreement.The security deposit must be in the form of a letter of credit or cash.At the discretion of the County, up to 90% of the security deposit can be released upon issuance of the Construction Completion Certificate for a particular municipal improvement.Remaining security is returned upon issuance of the Final Acceptance Certificate as long as there are no deficiencies.	

4. Other Planning and Development Services

Fee Description	Rate
Compliance Letters	\$100.00
Compliance Letter – same day service (if available)	\$150.00
Zoning Confirmation Letter	\$50.00
Caveat Discharge (per release)	\$75.00
Encroachment Agreement Application	\$200.00
Encroachment Agreement Fees a. no more than 0.05 metres encroachment, and a Letter of Consent is requested b. more than 0.05 metres encroachment	\$50.00 50% of the previous year assessed value of the owners land per square metre X the total encroachment area (in square metres)

Subdivision & Development Appeal Board Fee	\$500.00
Road Closure Application Fee through bylaw process	\$1,500.00
Road Closure Application Fee through Council Resolution process	\$1,000.00
Sale of Closed Road Allowance - Request Council to sell previously closed road allowance (land price to be determined at the time of request)	\$500.00
Sale of Closed Road Allowance - Processing fee (preparation of transfer Docs)	\$1,500.00
Road Allowance License Application (5 year period)	\$200.00
Road Allowance License	Pasture \$20.00 per acre per year Cultivated \$40.00 per acre per year
Road Allowance Public Access Sign	\$50.00 per sign
Leasing of Farm Land – Application Fee	\$200.00
Leasing of Farm Land	Pasture \$25.00 per acre per year Cultivated \$60.00 per acre per year
Information Requests	\$50 per hour, minimum 1 hour
Copy of: Land Use Bylaw Engineering Standards & Guideline's Manual Joint Intermunicipal Plan(s) Municipal Development Plan	\$50.00 \$100.00 (plus GST) \$50.00 \$50.00

5. 43 Street Future Intersection Improvements

- Intersection Upgrade est (2019) \$930,600 divided over 163.45 acres
- Annual Inflation percentage added at 2.00%

Year	Per Acre Value	Annual Inflation
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 \$650.00
 - 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 \$50.00
 - d. Reprinting Property Assessment & Tax Notices \$5.00
5. Photocopies
 - a. Photocopies of minutes (per page) \$1.00
 - b. Non-County use (per copy) \$1.00
 - 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. Returned/Dishonoured Payments Charge \$35.00
7. General Accounts Receivable

All accounts are due 30 days from invoice date. Any invoices due after 30 days will be charged 2% 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.
8. Schedule of Fees – Search Request and Other Services Not Otherwise Covered
 - a. All requests for information other than as specified above shall be accompanied by a search request letter as well as a non-refundable search processing fee of \$50.00 per hour. Minimum \$50.00 charge per request.
 - b. In the event the information requested requires an archival search, there will be an additional non-refundable processing fee of \$50.00.
 - c. Formal FOIP request \$25.00 plus applicable charges as per FOIP Act/Regulations.

C. FIRE SERVICES

1. Fees for a Fire Services Department(s) Responding to any Emergency Calls
 - a. Fees for Lethbridge County contracted Fire Service Departments responding to all emergency type incidents within the region, the fee will be calculated as per the current fire services agreement.
2. Cause and/or origin of the incident will determine whether the individual or the registered property will be invoiced fees for the fire service response. Fees may be divided equally if warranted.

Fees apply for the following responses:

 - a. Vehicle fires or accidents
 - b. Traffic control on roads
 - c. Grass or wildland fires
 - d. Structure fires

- e. Cancelled calls
- f. Standby for dangerous good incidents and controlled burns
- g. Any other response by fire services is subject to a fee at the discretion of the county.

3. Fee Schedule per hour:

Engine Unit	as per Alberta Transportation Rates
Quint (elevated master stream)	as per Alberta Transportation Rates
Tender (water hauler)	as per Alberta Transportation Rates
Rescue Vehicle	as per Alberta Transportation Rates
Wildland/ Bush Truck	as per Alberta Transportation Rates
Command/ Utility	as per Alberta Transportation Rates

All Lethbridge County Heavy Equipment required as additional resources for emergency events will be billed as per the Alberta Transportation Engine Rates

4. Special Events:

Fire Department Stand-by rates for special events will be as per Alberta Transportation Rates per unit/hour.

Fire equipment listed above shall be billed at a minimum of one hour per piece of apparatus and in 15-minute increments after the first hour

5. Other Fees:

Fire Permits	\$0
Fire Works Permits	
Low Level - per event	\$0
High Hazard (including pyrotechnics) – per event (requires fire safety inspection)	\$66 per half hour
Fire safety inspections	
Initial inspection	\$0
Follow up inspection	\$0
Re-inspection with fire code violations	\$66 per half hour
<i>Time incurred for travel and administration will be charged at same rate</i>	
Fire investigations per investigator	\$66-per half hour

All fires where property is damaged or destroyed must be investigated as per the Alberta Safety Codes Act and will align with the Lethbridge County Fire Quality Management Plan (QMP)

Time incurred for travel and administration will be charged at the same rate

6. Fees for Requested Fire Inspection and Investigation Services including but not limited to:

- a. Provision of fire inspection and investigation services by a Lethbridge County accredited Fire Safety Codes Officer will be \$66 per ½ hour.
- b. Time incurred for travel and administration will be charged at the same rate.

7. Fees for Fire Service Department(s) Responding to a False Alarm: (per calendar year)

- a. The first response related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists– no charge.
- b. Second response related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists - \$360
- c. Third and subsequent responses related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists - Alberta transportation rates per responding unit/hour.

8. Fees for smoke investigations or fire report responses:

- a. Fees for smoke or fire response where a fire is permitted and meets burn permit conditions – No charge
- b. Fees for smoke or fire response where a fire is permitted but does not meet burn permit conditions - Alberta transportation rates per responding unit, per hour. Fire may be extinguished, and fines may also be applicable.
- c. Fees for smoke or fire response for non-permitted fire - Alberta transportation rates per responding unit, per hour. Fire will be extinguished, and fines will be applicable.

9. Fees for Fire Responses to a Call for Municipal Mutual Aid:

- a. Fees for fire responses to calls for municipal mutual aid will be invoiced as per the current fire services agreement.

10. Extraordinary Events:

The County retains the right to review all emergency/fire events and where extraordinary circumstances exist, may adjust invoicing amounts other than the dollar amounts listed herein.

This may include: outside resources brought in on request of Fire Services to mitigate fire spread, large department response, purposefully burning during fire ban/restriction, etc.

Extraordinary event determination at discretion of the County.

D. PUBLIC WORKS

- 1. Sign Requests – At cost plus installation costs.
- 2. 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.
- 3. Approaches – New approach approvals
 - Permitting and inspections – includes widening of existing \$400
- 4. Water or Sewer Line Crossings on Road Allowance
 - Permitting and inspections \$400
- 5. Pipeline Crossings of Road Allowance
 - Permitting and inspections \$400
- 6. Buried Electrical and Utility Line Installation & Rural Crossing Regulations
 - Permitting and inspections \$400
- 7. Seismic Operations Permit
 - Permitting and inspections \$400
- 8. Right of Access/Waiver Requests (no GST)
 - a. Existing Approaches \$75
 - b. Road Allowances \$75
 - c. Proximity Requests \$75
 - d. Utilicorp Facilities & Poles \$75

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

Custom work performed by Lethbridge County for Intermunicipal Government Agencies, Water Co-Ops, and Lethbridge Regional Waste Management Services Commission, or other third parties, fees shall be calculated using the current Alberta Roadbuilders & Heavy Construction Association (ARHCA) Equipment Rental Rates Guide. The ARHCA rate in effect on the date of service will apply, including any related costs such as mobilization, materials, or standby time.

10. Overweight & Over dimension Vehicle Permit Fees

Alberta Transportation’s Transportation Vehicle Routing and Information System - Multi-Jurisdiction (TRAVIS-MJ) – Fixed Municipal Fee - \$20.00/per permit.

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

- Pre and Post Inspection and Administration \$400.00

12. Dust Control (Non-refundable fee)

Dust Control product per lineal meter \$6.50/meter
(minimum length of 100 meters up to a maximum of 200 meters)

Overage of 200 meters \$13.00/meter

13. Community Aggregate Payment Levy

The levy rate to be applied throughout Lethbridge County in calculating the amount of the levy is \$0.33 per tonne of sand and gravel.

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 - \$210.00 minimum or \$7.00 per acre
- 8. Administration of Weed Notices – direct costs plus 50% (indirect charge to a maximum of \$500)

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.)	\$70.00
8.5" x 11" & 11" x 17" - Hard copy maps	\$5.00
Wall Maps	\$30.00
Map Booklets	\$35.00

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.