

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BY-LAW 24-006**

**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, 2024 and;

THIS By-Law shall hereby rescind previous By-Law 23-001.

GIVEN first reading this 1 day of February, 2024.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this 1 day of February, 2024.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this 1 day of February, 2024.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
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

Amendment to Area Structure Plan or Area Re-development Plan \$1,500.00

Municipal Development Plan or Intermunicipal Development Plan Amendments \$2,500.00

#### **2. Agricultural Buildings**

- 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 for residential use \$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:**

- 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

#### **8. Wind Energy Conversion Systems – Commercial**

\$100.00  
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. Application Fee for Closure, Sale or Lease of Road Allowance through By-Law process \$1,500.00
14. Application Fee for Closure, Sale or Lease of Road Allowance through Council Resolution process \$1,000.00
15. 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
16. Application for Road Allowance License of Occupation \$150.00
17. Road Allowance License of Occupation (5 year period)
- Pasture - \$20.00 /acre/year
  - Cultivated - \$40.00/acre/year
18. Transfer of Road Allowance License of Occupation (From one lessee to another) \$150.00
19. Leasing of Farm Land – Application Fee \$100.00
- Pasture - \$20.00/acre/year
  - Cultivated - \$40.00/acre/year
  - or value submitted
  - or accepted through the tender process.
20. 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
21. Development Agreement Fee\*\*
- a) \$50.00 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.
22. 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.
23. 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%.

24. **Development Agreement Security Deposit:**
- The developer must provide to the County, 100% of an engineer's stamped and certified estimated cost for the supply and installation local improvements included in the agreement (this does not include installation of shallow utilities) due upon signing of 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 local improvement.
  - Remaining security is returned upon issuance of the Final Acceptance Certificate as long as there are no deficiencies.

25. 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  |
| e)  | Encroachment Agreement Application                   | \$100.00 |
|     |  |          |
| 26. | Subdivision & Development Appeal Fee                 | \$500.00 |
| 27. | Copy of Land Use By-Law                              | \$100.00 |
| 28. | Engineering Standards & Guidelines Manual (plus GST) | \$100.00 |
| 29. | Copy of Joint Intermunicipal Plan(s)                 | \$50.00  |
| 30. | Copy of Municipal Development Plan                   | \$50.00  |

31. 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%

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**

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|----|--|----------|
| 1. | County map/booklets are subject to Canada Post rates |          |
| 2. | Tax Roll Certificate (per parcel)                    | \$45.00  |
|    |  |          |
| 3. | <u>Assessment Review Board Complaints</u>            |          |
|    | - 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 \$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. NSF Cheque Charge \$35.00
  
7. Boardroom/Council Chambers Rentals
  - One half day \$120.00
  - One full day \$200.00

(Charges include coffee, pop, juice & water)
  
8. 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.

9. 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 calls responded to on numbered highways start at time of initial call for response and cease when the Fire Service department(s) has returned to service.
  - b. Fees for calls responded to on railways start at time of initial call for response and cease when the Fire Service department(s) has returned to service.
  - c. Fees for calls responded to on any county property start at time of initial call for response and cease when the Fire Service department(s) has returned to service.
  - d. Fees for calls to industrial properties start from time of initial call for response and cease when the Fire Service department(s) has returned to service

- e. Fees for calls to commercial properties start from time of initial call for response and cease when the Fire Service department(s) has returned to service
  - f. Fees for calls to residential/farm properties start upon arrival on scene and cease when the Fire Service department(s) has returned to service.
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

Special response as per Individual Fire Department Rates

(eg. Mutual Aid/Automatic Aid, Rope rescue, HAZMAT, water rescue, Livestock rescue/containment, etc.)

Apparatus Standby (up to 4 firefighters inc.) \$as per Alberta Transportation Rates

Firefighter Standby \$50

Commercial water delivery to incident as per invoice cost

County Recourses (water delivery/heavy equipment/etc. \$115 (Alberta construction rates)

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

4. 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 Fire Quality Management Plan

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

5. 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 \$66.00 per ½ hour.
- b. Time incurred for travel and administration will be charged at the same rate.

6. Fees for Fire Service Department(s) Responding to a False Alarm: (per calendar year)
  - a. 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. Billing starts from the time first unit is enroute.
  
7. 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.
  
8. 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 “Agreement on Area Resource Sharing”.
  
9. 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
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4. Water or Sewer Line Crossings on Road Allowance

- Permitting and inspections	\$400
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| 5.  | <u>Pipeline Crossings of Road Allowance</u><br>- Permitting and inspections  | \$400         |
| 6.  | <u>Buried Electrical and Utility Line Installation &amp; Rural Crossing Regulations</u><br>- Permitting and inspections  | \$400         |
| 7.  | <u>Seismic Operations Permit</u><br>- Permitting and inspections   | \$400         |
| 8.  | <u>Right of Access/Waiver Requests (no GST)</u>  |               |
|     | a. Existing Approaches   | \$75          |
|     | b. Road Allowances   | \$75          |
|     | c. Proximity Requests  | \$75          |
|     | d. Utilicorp Facilities & Poles  | \$75          |
| 9.  | <u>Equipment Rentals, Materials &amp; Outside Invoicing – Custom Work</u>  |               |
|     | 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. |               |
| 10. | <u>Overweight &amp; Overdimension Vehicle Permit Fees</u>  |               |
|     | Alberta Transportation's Transportation Vehicle Routing and Information System - Multi-Jurisdiction (TRAVIS-MJ) – Fixed Municipal Fee - \$20.00/per permit.                                      |               |
| 11. | <u>Road Haul Use Agreement (Non-refundable fee)</u>  |               |
|     | - Pre and Post Inspection and Administration   | \$400.00      |
| 12. | <u>Dust Control (Non-refundable fee)</u>   |               |
|     | Dust Control product per lineal meter<br>(minimum length of 100 meters up to a maximum of 200 meters)  | \$6.50/meter  |
|     | 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 \$0.30 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.

**APPENDIX A**

**Rates of reimbursement for Fire Department units**

**Responding within a provincial highway right-of-way**

Type of Unit	Comment	Hourly Rate
Ladder and pumper trucks	<ul style="list-style-type: none"> <li>Includes equipment costs, labour, and all materials.</li> <li>These are specialized pieces of equipment specifically designed and built to fight fires.</li> </ul>	\$630
Light & Medium rescue vehicles	<ul style="list-style-type: none"> <li>Used to transport manpower &amp; equipment not covered under the rate for ladder and pumper trucks.</li> <li>Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901.</li> <li>Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand &amp; basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment &amp; cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment.</li> <li>Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty.</li> </ul>	\$630
Command vehicles		\$185

- These rates are to be adjusted annually on April 1<sup>st</sup> using the inflation formula established in the Highway Maintenance contracts.