

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BY-LAW 18-003**

**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 February 1, 2018 and;

THIS By-Law shall hereby rescind previous By-Law 1487.

GIVEN first reading this 24<sup>th</sup> day of January, 2018.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Interim Chief Administrative Officer  
Sheldon Steinke, CLGM

GIVEN second reading this 24<sup>th</sup> day of January, 2018.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Interim Chief Administrative Officer  
Sheldon Steinke, CLGM

GIVEN third reading this 24<sup>th</sup> day of January, 2018.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Interim Chief Administrative Officer  
Sheldon Steinke, CLGM

**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**

- |    |  |          |
|----|--|----------|
| 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:**

- |    |                            |          |
|----|----------------------------|----------|
| 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. 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

**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

- |     |  |          |
|-----|--|----------|
| 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 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 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. 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

Will provide snowplowing on private driveways - 15 minutes free of charge, then current Alberta Roadbuilders & Heavy Construction Association Rates apply – \$335.56 per hour - minimum charge of \$100.00. 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 Transportations 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. LETHBRIDGE AIRPORT SERVICE CHARGES**

**1. Landing Charges and Fees**

With respect to each domestic or international flight, the landing charge, per 1,000 kg. or fraction thereof of the weight of the aircraft, is the minimum or the calculated amount as provided for in Table A. Minimum flight landing charges for jet aircraft or turboprop aircraft \$16.36.

Table A

Item	Column 1 Aircraft Weight	Column II Domestic Flight Landing Charge Per 1000 kg or Fraction Thereof for a Jet Aircraft or a Turboprop Aircraft	Column III International Flight Landing Charge Per 1000kg or fraction thereof for a Piston Aircraft, Jet Aircraft or Turboprop Aircraft
1	Not More than 21,000 kg	\$5.73	\$11.45
2	More than 21,000 kg but not more than 45,000 kg	\$7.21	\$14.43
3	More than 45,000 kg	\$8.52	\$17.03

Flight Training Landing Charges – Where the Lethbridge Airport is contacted in advance by the company, the landing charges for each such landing is 20% of the applicable prescribed in this schedule. To a minimum of \$16.85.

Turbine Agricultural Spray Plane Operations will be charged landing fees at 20% of the applicable prescribed in this schedule. The Lethbridge Airport is to be contacted in advance by the operator in order to receive this rate.

**2. Air Terminal Charges**

With respect to each domestic or international landing, the air terminal charge, per aircraft, based on seating capacity, for use of the air terminal is the calculated amount as provided for in Table B.

For the purposes of this section, there is deemed to be use of the air terminal building where any passenger or member of the crew disembarks from an aircraft that has landed at the Airport and enters the air terminal building or any passenger or member of the crew leaves the air terminal building and embarks onto an aircraft that has landed.

Table B

Item	Column 1 Seating Capacity	Column II Domestic Flight General Terminal Charge, per Aircraft
1	10 – 15	\$34.41
2	16 – 25	\$53.25
3	26 – 45	\$92.57
4	46 – 60	\$131.31
5	61 – 89	\$212.27
6	90 – 125	\$291.56
7	126 – 150	\$343.99
8	151 – 200	\$475.02
9	201 – 250	\$621.62
10	251 – 300	\$767.38
11	301 – 400	\$912.34
12	401 or more	\$1113.34

### 3. Aircraft Parking Fees/Charges

The daily, monthly or annual parking charges for any aircraft parking on any part, or parts of the Lethbridge Airport controlled by Lethbridge County are to be calculated according to the weight of the aircraft and time parked as set out in Table C. Parking fees apply to all aircraft parked over 4 hours on aprons I, II, III and tie-down area.

Table C

Column 1 Aircraft Weight	Column II Daily Charge	Column III Monthly Charge	Column IV Annual Charge
2000 kg or less	\$9.56	\$74.75	\$469.93
More than 2000 kg but not more than 5000 kg	\$14.13	\$108.69	\$679.27
More than 5000 kg but not more than 10,000 kg	\$17.49	\$333.95	
More than 10,000 kg but not more than 30,000 kg	\$31.82	\$618.61	
More than 30,000 kg but not more than 60,000 kg	\$47.71	\$952.56	
More than 60,000 kg but not more than 100,000 kg	\$71.56	\$1428.04	
More than 100,000 kg but not more than 200,000 kg	\$119.27	\$2379.01	
More than 200,000 kg but not more than 300,000 kg	\$166.98	\$3329.97	
More than 300,000 kg	\$214.69	\$4282.56	

#### Other Airport Fees

1. Back lit advertising sign – annually \$630.00
2. Land – Ground side land per square metre \$1.85  
 - Airside land per square metre \$2.96  
 - Highway frontage per square metre \$2.22
3. Electricity  
 - Charge based on current supplier invoicing plus 10%
4. All equipment at current Alberta Roadbuilders & Heavy Equipment Association rates plus actual burdened salary of operator.
5. Aviation Fuel Sales Commission  
 - 6 cents per litre of fuel sold within Airport Property
6. Car Rental Commission  
 - 8% on all gross sales over minimum guarantee
7. Long Term Parking  
 - Per Day (including GST) \$8.00

8.	<u>Air Terminal Building Space</u> - (Non-airline/office space) per m <sup>2</sup>	\$285.21
9.	<u>Public Address System</u> - Annually	\$227.00
10.	Sale of Manuals	\$10.00
11.	<u>Administration Fee on Overdue Parking plus GST</u> - (This charge applies to 7 days after the vehicle has left the Airport parking lot.)	\$25.00
12.	Fuel Spill Clean-up Fee - Minimum	\$100.00
13.	Aircraft Power Cart Connection Fee – Annually	\$500.00
14.	Sample Lease Documents – Per Copy	\$25.00
15.	Administration charge for preparation of lease documents per incident, for newly initiated documents with a financial consideration of less than \$1,000.00.	\$200.00
16.	Administration charge for preparation of documents for lease renewals, supplemental agreements, consents to sublease.	\$200.00
17.	Restricted Area Authorization Pass	\$25.00
18.	Card Replacement of Restricted Area Authorization Pass	\$25.00
19.	Airside Vehicle Operators Permit – D/A	\$35.00
20.	Airside Vehicle Operators Permit – D	\$75.00

### **General**

The Chief Administrative Officer (CAO) has the authority to reduce or waive the imposition of any of the charges set out above for reasons that reasonably qualify as an emergency or of a humanitarian nature.

Where a charge is imposed in respect of an aircraft under this By-Law, both the registered owner and operator of the aircraft are jointly and severally liable for payment of the charge.

The CAO may require registered owners and operators of aircraft who have failed to pay on time any charges imposed under this By-Law, to deposit each year with the CAO security, in the form of a bond or letter of credit and in an amount satisfactory to the CAO to ensure full payment of the charges to be imposed in the next following year in respect of the aircraft.

Lethbridge County will invoice the registered owners or operators of aircraft subject to this By-Law, together with any applicable Federal, Provincial or Municipal Taxes.

**F. 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.

**G. GEOPHYSICAL REQUESTS**

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

**H. 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

**I. 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.