



BYLAW NO. 12-2025

PLANNING AND DEVELOPMENT FEES AND FINES BYLAW

BEING A BYLAW OF TOWN OF SLAVE LAKE IN THE PROVINCE OF ALBERTA

A Bylaw of the Town of Slave Lake, in the Province of Alberta for the purpose of establishing a schedule of fees and fines for Planning and Development.

WHEREAS, pursuant to the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, the Municipal Council of the Town of Slave Lake may, by Bylaw, establish fees for the services provided by or on behalf of the municipality.

AND WHEREAS, pursuant to Section 7 of the *Municipal Government Act*, the Council of the Town of Slave Lake may pass bylaws for municipal purposes respecting the enforcement of bylaws, including the creation of fees for services, offences and establishment of fines;

AND WHEREAS the Council of the Town of Slave Lake deems it necessary to establish fees and fines related to planning and development;

THEREFORE, be it resolved that the Council of Town of Slave Lake in the Province of Alberta, duly assembled hereby enacts the Schedule "A" Planning and Development Fee Schedule, Schedule "B" Planning and Development Fines Schedule and the following:

THAT, this Bylaw rescinds Bylaw #04-2024, Bylaw #14-2024, and Bylaw #22-2015.

1. **CITATION**

- 1.1. This Bylaw may be cited as "Planning and Development Fees and Fines Bylaw".
- 1.2. Where the provisions of this Bylaw conflict with the provision of any other Bylaw of the Town of Slave Lake, this Bylaw shall prevail.

2. **DEFINITIONS**

- 2.1. Unless, otherwise specified, all terms in this Bylaw have the same meaning as the terms defined in the Land Use Bylaw No. 15-2025.
- 2.2. "**CAO**" means the chief administrative officer of the Town.
- 2.3. "**Bylaw Enforcement Officer**" means a person appointed as such, and is, in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace.
- 2.4. "**Land Use Bylaw**" means the Town's Land Use Bylaw No. 15-2025.



- 2.5. "**Municipal Tags**" means a Town issued notice that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence.
- 2.6. "**Violation Ticket**" means a violation ticket issued in accordance with the *Provincial Offences Procedure Act RSA 2000 c. P-34*.

3. GENERAL

- 3.1. A person who is guilty of an offence under the Land Use Bylaw is liable to a fine in an amount not less than that established in Schedule "B" to this Bylaw and not exceeding \$10,000.00.
- 3.2. Notwithstanding the above, any person who commits a second or subsequent offence under the Land Use Bylaw within one year of conviction for a first offence under the Land Use Bylaw, is liable on summary conviction to a fine not less than the increased amount set out for the offence in Schedule "B" to this Bylaw.
- 3.3. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

4. MUNICIPAL TAGS

- 4.1. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Municipal Tag to any person whom the Officer has reasonable and probable grounds to believe has contravened any provision of the Land Use Bylaw.
- 4.2. The Municipal Tag may be served:
 - 4.2.1. in the case of an individual,
 - 4.2.1.1. personally to the individual;
 - 4.2.1.2. by registered mail to the individual at their apparent place of residence or at any address for the individual on the tax roll of the Town or at the Land Titles registry; or
 - 4.2.1.3. by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age.
 - 4.2.2. in the case of a corporate entity,
 - 4.2.2.1. personally to any director or officer of the corporate entity;



- 4.2.2.2. personally to a person apparently in charge of an office of the corporate entity at an address held out by the corporate entity to be its address; or
- 4.2.2.3. by registered mail addressed to the registered office of the corporate entity.

4.3. The Municipal Tag shall be in a form approved by the CAO and shall state at minimum:

- 4.3.1. the name of the person to whom the Municipal Tag is issued;
- 4.3.2. the particulars of the contravention under the Land Use Bylaw;
- 4.3.3. the penalty imposed for the offence as specified in Schedule "B" of this Bylaw;
- 4.3.4. that the penalty must be paid within thirty clear days of the issuance of the Municipal Tag in order to avoid prosecution; and
- 4.3.5. any other information as may be required by the CAO.

4.4. Where a Municipal Tag has been issued pursuant to this Bylaw, the person to whom the Municipal Tag has been Issued may, in lieu of being prosecuted for the offence, pay to the Town the monetary penalty specified on the Municipal Tag.

5. VIOLATION TICKETS AND PENALTIES

- 5.1. If a Municipal Tag has been issued and the penalty not paid within the prescribed time, a Bylaw Enforcement Officer may issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to the person to whom the Municipal Tag was issued.
- 5.2. Nothing in this Bylaw shall prevent a Bylaw Enforcement Officer from immediately issuing a Violation Ticket to any person whom the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of the Land Use Bylaw.
- 5.3. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - 5.3.1. specify the fine amount established by this Bylaw for the offence; or
 - 5.3.2. require a person to appear in court without the alternative of making a voluntary payment.

5.4. A person who commits an offence may:



- 5.4.1. if a Violation Ticket is issued in respect of the offence; and
- 5.4.2. if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Court of Justice, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

6. ACTIONS BY AN OFFICER

- 6.1. No Person shall obstruct, hinder or impede any Bylaw Enforcement Officer in the exercise of any of their powers or duties under this Bylaw.

7. PASSING OF BYLAW

- 7.1. That this Bylaw comes into effect upon the date of its Third and Final Reading.

READ A FIRST TIME THIS 12 DAY OF AUG 2025.

X Heard

MAYOR

X _____

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 12 DAY OF AUG 2025.

X Heard

MAYOR

X _____

CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 12 DAY OF AUG 2025.

X Heard

MAYOR

X _____

CHIEF ADMINISTRATIVE OFFICER



Schedule "A" – Planning and Development Fee Schedule

1. RESIDENTIAL PRE-DEVELOPMENT PERMITS

1.1	Detached Dwelling	\$	150.00
1.2	Addition to Dwelling	\$	75.00
1.3	Garage	\$	75.00
1.4	Placement of Manufactured Home	\$	150.00
1.5	Minor Residential Developments (Sheds, Decks, Steps)	\$	50.00
1.6	Semi-Detached Dwelling	\$	200.00
1.7	Multi-Unit Housing (3-4 Units)	\$	225.00 + \$50.00 per unit
1.8	Multi-Unit Housing (more than 4 Units)	\$	300.00 + \$50.00 per unit
1.9	Renovation or Addition to Multi-Family	\$	200.00

2. RESIDENTIAL POST-DEVELOPMENT PERMITS

2.1	Detached Dwelling	\$	1,000.00
2.2	Addition to Dwelling	\$	500.00
2.3	Garage	\$	500.00
2.4	Placement of Manufactured Home	\$	1,000.00
2.5	Minor Residential Developments (Sheds, Decks, Steps)	\$	150.00
2.6	Semi-Detached Dwelling	\$	1,500.00
2.7	Multi-Unit Housing (3-4 Units)	\$	1,750.00 + \$50.00 per unit
2.8	Multi-Unit Housing (more than 4 Units)	\$	2,000.00 + \$50.00 per unit
2.9	Renovation or Addition to Multi-Family	\$	800.00



3. COMMERCIAL/INDUSTRIAL/INSTITUTIONAL PRE-DEVELOPMENT PERMITS

3.1	Accessory Structure	\$	100.00
3.2	Minor Developments (i.e. Aircraft Hanger, Minor Renovations)	\$	200.00
3.3	New Construction, Additions or Major Renovations	\$	250.00 + \$1.50/m ² of gross floor area
3.4	Temporary Work Camp	\$	1,000.00 Annually

4. COMMERCIAL/INDUSTRIAL/INSTITUTIONAL POST-DEVELOPMENT PERMITS

4.1	Accessory Structure	\$	500.00
4.2	Minor Developments (i.e. Aircraft Hanger, Minor Renovations)	\$	500.00
4.3	New Construction, Additions or Major Renovations	\$	2,000.00 + \$1.50/m ² of gross floor area
4.4	Temporary Work Camp	\$	3,000.00

5. MISCELLANEOUS DEVELOPMENT PERMITS

5.1	Communication Towers	\$	250.00
5.2	Change of Use/Occupying Space	\$	150.00
5.3	Demolition of Buildings	\$	100.00
5.4	Home Based Business - Minor	\$	100.00
5.5	Home Based Business - Major	\$	200.00
5.6	Logging Operations	\$	325.00
5.7	Signs	\$	125.00
5.8	Secondary Suites	\$	100.00
5.9	Short-Term Rental In-Home	\$	400.00
5.10	Short-Term Rental Home Lot	\$	400.00
5.11	Short-Term Rental Commercial	\$	400.00



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5.12	Annual Renewal of Short-Term Rental Development Permit	\$	400.00
5.13	Stripping, Clearing & Grading	\$	250.00
5.14	Temporary Uses	\$	150.00

6. VARIANCE OF STANDARDS OR DISCRETIONARY USE PERMITS

6.1	Discretionary Uses - Requires the approval of the Municipal Planning Commission (MPC)	\$	300.00
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6.2 Pre-Development Variance

6.2.1	Variance granted by the Development Authority	\$	150.00
6.2.2	Variances granted by the MPC	\$	300.00
6.2.3	Variances granted by the Subdivision and Development Appeal Board (SDAB)	\$	450.00

6.3 Post-Development Variance "Leave as Built"

6.3.1	Variance granted by the Development Authority	\$	500.00
6.3.2	Variance granted by the MPC	\$	1,500.00
6.3.3	Variance granted by the SDAB	\$	2,500.00

7. SUBDIVISION APPLICATIONS

7.1	Subdivision of Less than 3 Lots	\$	500.00
7.2	Endorsement Fee	\$	175.00 per lot
7.3	Subdivision of 3 or more Lots	\$	1,000.00 + \$150.00 per lot
7.4	Endorsement Fee	\$	175.00 + \$200.00 per lot
7.5	Subdivision Time Extension	\$	250.00
7.6	Bare Land Condominium		Same as
7.7	Endorsement Fee		regular subdivision



8. APPEALS TO THE SUBDIVISION & DEVELOPMENT APPEAL BOARD

8.1	Appeals Regarding Development	\$	300.00
8.2	Appeals Regarding Subdivisions	\$	400.00

9. APPLICATION TO AMEND STATUTORY PLANS

9.1	Land Use Bylaw	\$	1,000.00
9.2	Municipal Development Plan	\$	1,000.00
9.3	Area Structure Plan	\$	1,000.00
9.4	Inter-Municipal Development Plan	\$	500.00

10. APPLICATION FOR ROAD CLOSURE

10.1	Closure of Road in Whole or Part	\$	650.00
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11. LETTER OF COMPLIANCE

11.1	Residential	\$	60.00
11.2	Same Day (Rush)	\$	100.00
11.3	Others including Muti-Family	\$	150.00
11.4	Same Day (Rush)	\$	300.00

12. ENCHROACHMENT AGREEMENTS

12.1	All properties	\$	300.00
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13. REMOVAL OF MUNICIPAL RESERVE

13.1	All applications	\$	800.00
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14. FILE SEARCHES

14.1	File History Search	\$	200.00
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14.2	Zoning Verification/Lot Dimensions	\$	50.00
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15. LOT GRADING INSPECTION

15.1	Reinspection after the 2 Lot Grading Inspections at no charge	\$	125.00
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16. DEVELOPMENT DEPOSITS

16.1	Minor Developments (Sheds, Decks & Steps)	\$	200.00
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16.2	Development such as Garage and additions	\$	1,000.00
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16.3 Residential Developments:

16.3.1	Detached Dwelling	\$	2,000.00
16.3.2	Placement of Manufactured Home	\$	2,000.00
16.3.3	Secondary Suite	\$	1,000.00
16.3.4	Duplex/Semi-Detached	\$	3,000.00
16.3.5	Multi-Unit Housing (3 Units)	\$	4,000.00
16.3.6	Multi-Unit Housing (4 Units)	\$	5,000.00
16.3.7	Multi-Unit Housing (more than 4 Units)	\$	5,000.00 + \$500.00 per Unit
16.3.8	Apartments under 20 Units	\$	10,000.00 + \$500.00 per Unit
16.3.9	Apartments 20 to 40 Units	\$	15,000.00 + \$500.00 per Unit
16.3.10	Apartments over 40 Units	\$	20,000.00 + \$500.00 per Unit
16.3.11	Renovation of High-Density Developments	\$	1,000.00 + \$50.00 per Unit

16.4	Commercial/Industrial/ Institutional	\$	10,000.00 + \$1.50 per m ² of the gross floor area
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16.5	Plus, additional for Landscaping and Parking Areas	\$ 5.00 per m ²
16.6	Minor Commercial / Industrial / Institutional Development or Minor Renovation	\$ 4,000.00
16.7	Major Renovation	\$ 5,000.00 + \$1.50 per m ² of the gross floor area

17. DEVELOPMENT AGREEMENT PREPARATION

17.1	In House	\$ 500.00
17.2	Outsourced (Legal Advice) as described in Policy C.d. 015	Total legal fees less \$1,500.00 which will be covered by the Town

18. REVIEW OF SERVICING PLANS

18.1	The Town will provide 1 review of Plans by the Town's Engineer at no cost and all additional reviews will be charged at a rate of \$750.00 per review as per Policy C.d. 024	Total engineering fees less \$750.00 which will be covered by the Town
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19. INSPECTION COSTS

19.1	The Town will provide 1 inspection by the Town's Engineer and Administrative Staff for each of the IAC or FAC processes at no charge; and all additional inspections will be charged at a rate of \$1,000.00 per inspection as per Policy C.d. C. 023.	Total engineering and administration fees less \$1,300.00 which will be covered by the Town.
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Schedule "B" – Planning and Development Fine Schedule

Section	Development Permit and Inspection Offence	Specified Fine – First Offence	Specified Fine – Second or Subsequent Offence Within 1 Year of Conviction
9.3.2(d)	Failure to comply with the Development Permit and its condition	\$1,000.00	\$1,000.00
9.3.2(e)	Failure to allow inspection or hinder inspector/inspection	\$1,000.00	\$1,000.00
Section	Lighting Offences		
3.7.1(c) 4.2.3(f)	Failure to shield	\$200.00	\$200.00
Section	Sign Offences		
3.5.3(b)	Failure to comply with Approved Sign Permit	\$1,000.00	\$1,000.00
3.5.1(m)	Displaying of 3 rd Party Advertising	\$1,000.00	\$1,000.00
3.5.1(c)	Sign is attached to fence, pole, tree or objects in a public street or private or public space	\$500.00	\$500.00
3.5.1(d)	Sign obstructs free and clear vision or vehicular traffic	\$500.00	\$500.00
3.5.6(b) 3.5.6(c)	Unauthorized projection of Awning and Canopy Signs	\$200.00	\$200.00
3.5	Failure to comply with the rest of Signage Regulations	\$200.00	\$200.00



Section	Parking Stall and Loading Stall Offences		
3.4.1	Failure to comply with General Parking Provisions	\$1,000.00	\$1,000.00
3.4.2			
3.4.3	Failure to comply with the Parking Design Standards	\$1,000.00	\$1,000.00
3.4.10	Failure to comply with Loading Requirements	\$1,000.00	\$1,000.00
Section	Land Use District Offences for All Districts		
Part 2	Failure to comply with regulations relating to uses	\$1,000.00	\$1,000.00
Residential District Offences			
Section	Residential District Offences		
3.1.1(d)	Fences, Walls and Hedges exceed the maximum allowable heights	\$1,000.00	\$1,000.00
3.1.1(e)	Fences, Walls and Hedges located within the triangular area formed by the intersecting roadways	\$1,000.00	\$1,000.00
3.1.1	Failure to comply with other Fences, Walls and Hedges Regulation of the Land Use Bylaw	\$400.00	\$400.00
3.1.2	Keeping or having Prohibited or	\$400.00	\$400.00



	Restricted Objects in Yards		
2.2.4 2.3.4 2.4.4 2.5.4 2.6.4 2.7.4 2.8.4	Failure to comply with Accessory Building Regulations	\$400.00	\$400.00
3.1.1(e) 3.1.6	Failure to comply with Corner Visibility Triangle Regulations	\$400.00	\$400.00
Section	Commercial District Offences		
3.1.2(e)	Failure to store Garbage in weatherproof containers screened from adjacent sites and public thoroughfares	\$1,000.00	\$1,000.00
Section	Property Drainage Offences		
3.1.5(j)	Connecting the Foundation Drain to the Sanitary Sewer System or Storm Sewer System	\$1,000.00	\$1,000.00
3.1.5(k)	Directing the Sump Pump Discharge to the neighbouring property	\$400.00	\$400.00
3.1.5(m)	Connecting the Roof Drain to the Sanitary or Storm Sewer System	\$1,000.00	\$1,000.00



3.1.5(n)	Directing the Roof Drain to the neighbouring property	\$400.00	\$400.00
3.1.5(o)	Failure to install a controlled-flow roof device on flat roof (Commercial and Industrial Land Use)	\$500.00	\$500.00
Landscaping Offences			
Section	Landscaping Offences		
3.3.1(b)	Failure to maintain landscaping	\$500.00	\$500.00
Commercial Short-Term Rental			
Section	Commercial Short-Term Rental Offences		
4.4.5(a)	Exceeded 4 Accommodation Units	\$ 500.00	\$ 500.00
4.4.5(f)	Failure to provide one on-site parking stall for each Accommodation Unit	\$ 1,000.00	\$ 1,000.00
4.4.5(g)	On-site or on-street parking of recreational vehicles	\$ 100.00	\$ 100.00
4.4.5(k)	Failure to provide guest register for inspection	\$ 100.00	\$ 100.00