

Waiving of Application Fees

Planning and Development Services
Policy M7

Policy:	M7 – Waiving of Application Fees
Policy Department(s):	Planning and Development Services
Adoption Date:	March 9, 2020
Adoption Reference:	CM20200309.023
Effective Date:	March 9, 2020
Last Amended / Reviewed:	June 8, 2026

Policy Purpose

To provide Administration with a framework and authority to waive application fees for Planning and Development Applications related to non-profit organizations, non-government organizations, internal County Departments and other bodies or organizations from time to time as the case may be.

Policy Statement

The County will evaluate requests to waive Planning and Development Application fees related to non-profit organizations, non-governmental organizations, internal County departments and other bodies on a per case basis without bias or precedent.

Definitions

“Planning and Development Application” means an application for approval of one of the following:

- Development Permit
- Subdivision
- Subdivision Endorsement
- Subdivision Endorsement Time Extension
- Land Use Bylaw Amendment
- Area Structure Plan
- Statutory Plan Amendment
- Safety Codes Permits including the following disciplines:
 - Building
 - Electrical
 - Plumbing
 - Gas
 - Private Sewage Treatment
- Road Closure
- Municipal Reserve Designation Removal
- Real Property Report Compliance Certificate

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- Land Leases and Licence Applications, including new applications, renewals, and advertising if required
- Road Allowance Leases and Licence Fees
- Or others from time as the case may be.

Policy Guidelines

1. The Chief Administrative Officer (CAO) and / or General Manager, Planning & Development Services may authorize that the fees associated with a Planning and Development Application are to be waived on receipt of a written request from an applicant for the same.
2. The CAO and General Manager, Planning & Development Services shall be authorized to waive Planning and Development Application fees up to a value consistent with the signing approval limits outlined within Policy I9 – Signing & Approving Authority.
3. Sponsorship requests related to Planning and Development Application fees shall be included for consideration and authority under this policy. For such requests recipients must publicly recognize the contributions that the County made to their project or service.
4. The General Manager, Planning & Development Services will report at a minimum each quarter, by way of a list of the number and amount of Planning and Development Application fees waived, through regular reporting to the CAO and County Council.

Attachments

N/A

References

Legal Authorities	Municipal Government Act Alberta Safety Codes Act and Regulations
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy I9 – Signing and Approving Authority Schedule of Fees, Rates and Charges Bylaw Land Use Bylaw
Other	Quality Management Plan

Revision History

Review Date	Description
June 8, 2026	Reviewed and Presented for Information
January 15, 2024	Reviewed and Amended CM20240115.018
January 16, 2023	Reviewed and Amended CM20230116.010



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