



Community Issues Committee Report

March 4, 2026

Infrastructure Services-2026-0003

Bylaw 6519 – Amendment to Bylaw 5917 – The City of Lethbridge Lot Grading Bylaw

Submitted by Mayor Hyggen, Chair – Community Issues Committee

Recommendation of Community Issues Committee:

BE IT RESOLVED That the Community Issues Committee recommends that City Council give First Reading to Bylaw 6519 - Amendment to Bylaw 5917 - The City of Lethbridge Lot Grading Bylaw on March 24, 2026.

Vote:

In Favour: 8-0 (Unanimous)

Absent: Councillor Campbell

Public Speakers at the Meeting: None

Public Submissions: None

Name Ryan Slovack - Building Inspections Manager, Planning and Design

Department Infrastructure Services

Summary

The purpose of the proposed amendments to *Bylaw 5917 - The Lot Grading Bylaw* is to facilitate the transition of oversight and enforcement for the bylaw from Planning & Design to the Capital Planning & Engineering department. Minor amendments to the bylaw include updating wording to clarify the roles and responsibilities for enforcement of the Bylaw, and a \$25.00 lot grading permit fee increase for cost recovery purposes.

Recommendation(s)

1. That the Community Issues Committee recommends that Council give First Reading to Bylaw 6519 on March 24, 2026.

Financial

The transition of oversight for the Lot Grading Bylaw to Capital Planning & Engineering will allow the department to recognize the application/penalty fees as a revenue stream, providing additional offset to the tax funded department. Costs for enforcement of the Bylaw are incurred by permit applicants, rather than being tax supported.

Background and Prior Decisions

Bylaw 5917 – The Lot Grading Bylaw outlines the conditions, requirements, and fees for permits for the grading of a lot upon which a building is sited. The Bylaw establishes the relevant schedules, including permit fees and penalties. The Bylaw outlines the responsibilities of the involved parties in the application for a Lot Grading Permit and the requirements and standards for the submitted *Building Grade Plan* or an *As Constructed Grade Certificate*. The Bylaw also outlines the process and timeline for which an applicant may apply for an extension to submit the As Constructed Grade Slip and the associated non-refundable extension fee.

Bylaw 5917 – The Lot Grading Bylaw was originally adopted in February 2015, repealing the previous Bylaw 5829. Bylaw 5917 has not been amended since that time. However, updates are necessary to facilitate the transition of enforcement of this Bylaw to the Capital Planning and Engineering Department.

Administration and enforcement of water drainage does not fall under the Alberta Safety Codes Act. Safety Codes Officers are not trained, nor do they have jurisdiction under the Act, to provide enforcement for such matters. Transition of oversight for Lot Grading to the Capital Planning and Engineering team aligns the Bylaw with the corporate subject matter experts, who can better provide evaluation and support for the aspects of water control.

The Planning and Design Department proposes minor amendments to the existing Bylaw 5917 – The Lot Grading Bylaw. Amendments to the Bylaw include updating wording to delete all references from “Building and Inspection Services” or “Building Inspections” to align with the transition of the enforcement of the Bylaw from the Planning and Design Department to the Capital Planning and Engineering Department. These amendments do not alter penalty fees (Schedule B) or change the digital application processes for customers. The current permit application fee of \$100.00 (Schedule A) is proposed to increase to \$125.00. This minor fee increase will ensure cost recovery of the work provided for a lot grading permit.

The transition shall be fully internal, with the workflow simply shifting the review from Building Inspections staff to the Capital Planning and Engineering team. The current digital system will allow a seamless transition for all existing Lot Grading applications from one review group to the other, with no impact to customers or timeframes. Recoding of the workflows shall be completed inhouse by existing Building Inspections technical staff, with minimal effort/resources.

The transition is ready to be implemented upon revision of the Lot Grading Bylaw.

Engagement

None. The proposed amendments are minor in nature, with an expected outcome of increased service level for customers.

Recommendation and Option(s) Analysis

Recommendation:

- That the Community Issues Committee recommends that Council:
 1. Give First Reading to Bylaw 6519 on March 24, 2026.

Decision Options:

- At First Reading:
 1. Approve First Reading of Bylaw 6519.
 2. Defeat or Refuse Bylaw 6519 as presented.
- At Second and Third Reading:
 1. Postponement of the Second and Third Reading for Bylaw 6519 until a future City Council meeting.
 2. Provide Second and Third Reading to Bylaw 6519 as presented (i.e. Approve the Bylaw); or
 3. Provide Second and Third Reading to Bylaw 6519 as amended. (i.e. Approve the Bylaw with changes).
 4. Defeat or Refuse Bylaw 6519 as presented.

Analysis:

- Implications:
 - Community/Citizen
 - Social: None
 - Economic: Minor
 - Environment: None
 - Risk: None
- Implementation and Communication Plan:
 - If first, second, and third readings of this bylaw are approved Bylaw 5917 – The Lot Grading Bylaw will be amended as indicated in the proposed Bylaw 6519, and the amended bylaw will be published on the City’s website.
 - Building Inspections will utilize their established ‘*Subscription Service*’ notification system to advise construction industry partners of the upcoming transition of the Lot Grading review from Building Inspections to the Capital Planning and Engineering department.

Attachment(s)

1. Bylaw 6519 – A Bylaw to Amend the Bylaw 5917 - City of Lethbridge Lot Grading Bylaw
2. Bylaw 5917 – The City of Lethbridge Lot Grading Bylaw

Link(s)

1. None.

