

WHAT ARE LOCAL IMPROVEMENTS?

Local Improvements are new or replacement construction projects intended to upgrade or improve certain conditions within residential, commercial and industrial areas of the municipality. Some examples are: street paving, driveway crossings, sidewalk replacement, lane paving, curb and gutter replacement, boulevards and street lighting, and extending sanitary, storm or water systems.

HOW ARE LOCAL IMPROVEMENTS GOVERNED?

Sections 391 to 409 of the Municipal Government Act are the Provincial statutory guidelines for the administration of local improvements.

WHO MAY INITIATE A LOCAL IMPROVEMENT?

Property Owners (the most common type of local improvement is a lane paving which is usually initiated by a property owner by petition), or

The City of Lethbridge may initiate a Local Improvement. In either case, the City will send a notice to each affected property owner.

HOW DO I PETITION AGAINST A LOCAL IMPROVEMENT?

If you have received notification of a proposed local improvement and you are opposed to the construction, please contact Infrastructure Services at 320-3076.

WHO IS ASSESSED FOR LOCAL IMPROVEMENTS?

Every property benefiting from a local improvement shares in the cost even if they have not signed the petition.

HOW IS THE ASSESSMENT DETERMINED?

Funding for the local improvement is borrowed by the City of Lethbridge and repaid by the affected assessed owners.

Property owners have the option of paying this cost in one lump payment, thereby saving interest charges, or they may choose to pay the amount over 10 years with interest which is added to the annual property tax bill.

HOW DO I REQUEST A LOCAL IMPROVEMENT (i.e. lane paving)?

1. Phone (403) 320-3076 or (403) 320-4063 to give information to make up a petition package. The package includes the petition and a map of the area.
2. You will be phoned when the package is ready and must be obtained from: Infrastructure Services, (4th Floor), City Hall, 910 Fourth Avenue South, Lethbridge, Alberta.
3. To be valid the petition must be signed by 2/3 of the affected property owners who represent at least 1/2 the value of the total affected assessment according to the last revised assessment roll.

If more than one person owns a property, a majority of the owners must sign the petition for that property, **e.g., if two people jointly own a property, both must sign the petition.** If six people are in joint ownership of a property, four out of the six must sign the petition.

Each signature must be witnessed by an adult person who signs:

- (a) opposite the signature of the petitioner, and
- (b) an affidavit that to the best of the person's knowledge that the signatures witnessed are those of persons entitled to sign the petition.

If an estate, church or corporation owns a property, the petition must be accompanied by a document authorizing that person to sign on behalf of the estate, church or corporation. This person must be at least 18 years of age. An individual may not sign on behalf of another individual unless that person has power of attorney and provides evidence of such.

4. The completed petition form and affidavit must be returned to Infrastructure Services within **60 days** of initiating the petition. It is important to note that if a petition is returned and found to be insufficient; the petition cannot be sent out again for more signatures. The petition becomes null and void at that point and if the petitioner wants to have a local improvement; they will have to start from the beginning with a new petition.
5. If a valid petition is received, City Council may undertake the local improvement and impose the tax.
6. The affected property owners will be notified in writing if petition is valid.

PAYMENT

There are two methods of payment. Based on recent costs for paving a 50-foot lot, payment would be calculated as follows:

(1) 50 ft. x \$65.00 per assessable footage, one-time payment = \$3,250.00

or

(2) 10 Annual Installments \$363.35 per year x 10 years = \$3,633.50
(Including the 2.081% average interest "current")

These rates are an “**estimated**” average of the cost to install lane paving and will be adjusted if the local improvement area includes corner or irregular shaped lots; the actual figures will vary each year depending on costs and the amount of paving done. Should you choose to pay out in a lump sum, you must make this arrangement at the Assessment and Taxation Department in City Hall the year following the lane paving installation.

WHAT IF I DISAGREE WITH MY LOCAL IMPROVEMENT ASSESSMENT?

Early in the year following construction, you will receive a Local Improvement Assessment Notice. You may file a complaint against your local improvement assessment to the Assessment Review Board in the same manner as you would file a complaint against your property assessment.

Some items, which can be appealed, are: incorrect assessable footage and incorrect owners assessed.

In many cases, assessment concerns can be resolved without going through the complaint process. For this reason, we suggest that you phone the Assessment Department at 403-320-3950 to discuss the assessment before lodging your concerns, City representatives will be happy to meet with you to explain the assessment and review your concern. Resolving the issue in this manner can save time and expense for both you and the City.

Note: A formal complaint can be made only once after the special assessment has been levied. The rates per foot cannot be appealed.

FURTHER INFORMATION

If you have inquiries about your local improvement assessment, levy or petitions, or require further local improvement information, please contact Infrastructure Services 403-320-3076.



CITY OF
Lethbridge

PROPERTY OWNERS' GUIDE TO

LOCAL IMPROVEMENTS

LANE PAVING



Amended November 2016