



Agenda

Council Meeting | Thursday, May 2, 2024 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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1. **County Council Meeting Minutes**
[Council Meeting - 18 Apr 2024 - Minutes](#)

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2. **Special Council Meeting Minutes**
[Special Council Meeting - 25 Apr 2024 - Minutes](#)

D. DELEGATIONS

1. **10:00 a.m. - Darrell Ozmond - Fire Services Invoice**

E. SUBDIVISION APPLICATIONS

10 - 18

1. **Subdivision Application #2024-0-032 – Urban - SW1/4 36-10-22-W4M**
[Subdivision Application #2024-0-032 – Urban - SW1/4 36-10-22-W4M](#)

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2. **Subdivision Application #2024-0-034 – Daignault - Lot 5, Block 16, Plan 9610575 & Lot 19, Block 16, Plan 1511874 within NW1/4 30-10-21-W4M (Hamlet of Shaughnessy)**
[Subdivision Application #2024-0-034 – Daignault - Lot 5, Block 16, Plan 9610575 & Lot 19, Block 16, Plan 1511874 within NW1/4 30-10-21-W4M \(Hamlet of Shaughnessy\)](#)

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3. **Subdivision Application #2024-0-041 – Luco - E1/2 7-8-21-W4M & Closed Road Allowance within 7-8-21-W4M**
[Subdivision Application #2024-0-041 – Luco - E1/2 7-8-21-W4M & Closed Road Allowance within 7-8-21-W4M](#)

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4. **Subdivision Application #2024-0-042 – Peterson (Dixon) - SW1/4 30-12-24-W4M**
[Subdivision Application #2024-0-042 – Peterson \(Dixon\) - SW1/4 30-12-24-W4M](#)

- 52 - 65 5. **Subdivision Application #2024-0-044 – Plausteiner - Block 2, Plan 9913246 within SW1/4 32-8-20-W4M**
[Subdivision Application #2024-0-044 – Plausteiner - Block 2, Plan 9913246 within SW1/4 32-8-20-W4M](#)

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

- 66 - 80 F.1.1. **Bylaw 23-019 - Road Closure, Sale and Consolidation- 2nd and 3rd Reading**
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- 81 - 83 F.1.2. **Planning and Development Department - 1st Quarter Report 2024**
[Planning and Development Department 1st Quarter Report 2024](#)
- 84 - 86 F.1.3. **Malloy Drain Phase 2B Funding Update**
[Malloy Drain Phase 2B Funding Update](#)

F.2. CORPORATE SERVICES

- 87 - 89 F.2.1. **Coaldale-Lethbridge Community Growing Project 2024 Waiver Request**
[Coaldale-Lethbridge Community Growing Project 2024 Waiver Request](#)
- 90 - 92 F.2.2. **Oldman Watershed Council Funding Request**
[Oldman Watershed Council Funding Request - Pdf](#)
- 93 - 94 F.2.3. **Coaldale & District Handi-Ride Association Funding Request**
[Coaldale & District Handi-Ride Association Funding Request](#)

F.3. ADMINISTRATION

- 95 - 99 F.3.1. **Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book**
[Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book](#)

F.4. OPERATIONS

- 100 - 124 F.4.1. **Agricultural Service Board 2024 Level of Service**
[Agricultural Service Board 2024 Level of Service](#)

G. CORRESPONDENCE

- 125 - 126 1. **McHappy Day**
[McHappy Day](#)
- 127 - 128 2. **Seniors' Week 2024 Community Declaration**
[Seniors' Week 2024 Community Declaration](#)
- 129 3. **Lethbridge & District Exhibition**
[Lethbridge & District Exhibition](#)

H. NEW BUSINESS

I. CLOSED SESSION

1. **Annexation Discussion (FOIP Section 21 - Disclosure harmful to intergovernmental relations)**
2. **CPO Program Discussion (FOIP Section 21 - Disclosure harmful to Intergovernmental Relations)**

J. ADJOURN



Minutes

Council Meeting | Thursday, April 18, 2024 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, April 18, 2024, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Eric Van Essen
- Councillor Klaas VanderVeen
- Councillor Morris Zeinstra
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Jennifer Place
- Executive Assistant Candice Robison
- Director, People & Culture Jared Zeller

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:02 a.m.

Reeve Campbell read the following land acknowledgement:

In the true spirit of reconciliation, we acknowledge all those who call this land home now and for thousands of years in the past. May we respect each other and find understanding together and recognize the benefits that this land provides to all of us.

B. ADOPTION OF AGENDA

| | | | |
|----------|-------------------------|---|---------|
| 440-2024 | Councillor Van Essen | MOVED that the April 18, 2024 Lethbridge County Council Meeting Agenda be adopted as presented. | CARRIED |
|----------|-------------------------|---|---------|

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

| | | | |
|----------|----------------------|---|---------|
| 441-2024 | Councillor Sayers | MOVED that the April 4, 2024 Lethbridge County Council Minutes be adopted as presented. | CARRIED |
|----------|----------------------|---|---------|

D. DEPARTMENT REPORTS

D.1. CORPORATE SERVICES

D.1.1. 2024 Business Tax Bylaw 24-008

| | | | |
|----------|-------------------------|---|---------|
| 442-2024 | Councillor Van Essen | MOVED that Bylaw 24-008 being the 2024 Business Tax Bylaw be read a first time. | CARRIED |
|----------|-------------------------|---|---------|

| | | | |
|----------|----------------------------|--|---------|
| 443-2024 | Deputy Reeve Kuerbis | MOVED that Bylaw 24-008 being the 2024 Business Tax Bylaw be read a second time. | CARRIED |
|----------|----------------------------|--|---------|

| | | | |
|----------|--------------------------|--|---------|
| 444-2024 | Councillor VanderVeen | MOVED that Council consider third reading of Bylaw 24-008 being the 2024 Business Tax Bylaw. | CARRIED |
|----------|--------------------------|--|---------|

445-2024 Councillor Hickey MOVED that Bylaw 24-008 being the 2024 Business Tax Bylaw be read a third time. CARRIED

D.1.2. 2024 Business Tax Rate Bylaw 24-009

446-2024 Deputy Reeve Kuerbis MOVED that Bylaw 24-009, being the 2024 Business Tax Rate Bylaw be read a first time. CARRIED

447-2024 Councillor Sayers MOVED that Bylaw 24-009, being the 2024 Business Tax Rate Bylaw be read a second time. CARRIED

448-2024 Councillor Van Essen MOVED that Council consider third reading of Bylaw 24-009 being the 2024 Business Tax Rate Bylaw. CARRIED

449-2024 Councillor Hickey MOVED that Bylaw 24-009, being the 2024 Business Tax Rate Bylaw be read a third time. CARRIED

D.1.3. Lethbridge County Signing Authorities

450-2024 Councillor Sayers MOVED that County Council approve the Reeve or appointed Deputy Reeve, along with the Chief Administrative Officer, Director, Corporate Services or Director, Infrastructure and Development to sign on behalf of the County Banking Accounts. CARRIED

D.2. ADMINISTRATION

D.2.1. 2024 Calgary Stampede BMO Farm Family Awards

451-2024 Councillor Van Essen MOVED that County Council select Councillor Morris Zeinstra and guest of his choice to represent Lethbridge County at the 2024 BMO Farm Family awards presentations scheduled for July 8, 2024. CARRIED

E. DELEGATIONS

E.1. 9:30 a.m. - Coaldale & District Handi Ride Association

The Coaldale & District Handi Ride Association was present to provide Council an update and to request funding.

452-2024 Councillor Van Essen MOVED that administration draft a letter of support and bring a report for the funding request to the next meeting. CARRIED

F. COUNTY COUNCIL AND COMMITTEE UPDATES

F.1. Lethbridge County Council Attendance Update - March 2024

Council reviewed the highlights from the Lethbridge County Council Attendance Update for March 2023.

Division 1

Councillor Lorne Hickey

March 5 Health Professional Recruitment & Retention Committee
March 6 FCSS Meeting
March 7 Lethbridge County Council Meeting
March 17-20 RMA Spring Convention
March 20 Green Acres Finance Meeting (via teams)

March 27 Green Acres Board Meeting

Division 2

Reeve Tory Campbell

March 1 Mayors and Reeves
March 5 Meeting with Finance Minister Horner, MLA Neudorf
March 7 Lethbridge County Council Meeting
March 18-20 RMA Spring Convention
March 21 Southern Alberta Economic Summit 2024
March 21 Safety Audit Interview
March 21 Chinook Arch Finance and Personnel Committee Meeting (virtual)

Division 3

Councillor Mark Sayers

March 6 Provincial Townhall on Drought
March 7 Lethbridge County Council Meeting
March 18-20 RMA Spring Convention
March 21 Southern Alberta Economic Summit 2024
March 22 Safety Audit Interview
March 27 Emergency Advisory Committee
March 28 Water Commission Meeting with Auditor

Division 4

Deputy Reeve John Kuerbis

March 5 Weekly meeting with Community Futures Director
March 7 Lethbridge County Council Meeting
March 12 Weekly meeting with Community Futures Director
March 14 Water Co-op Liaison Committee
March 17-20 RMA Spring Convention
March 22 Meeting with Community Futures Regional Director
March 27 Community Futures Board Meeting
March 27 Emergency Advisory Committee

Division 5

Councillor Eric Van Essen

March 6 Picture Butte Chamber of Commerce
March 7 Lethbridge County Council Meeting
March 27 Emergency Advisory Committee

Division 6

Councillor Klaas VanderVeen

March 6 Water Emergency Call
March 7 Lethbridge County Council Meeting
March 18-20 RMA Spring Convention

Division 7

Councillor Morris Zeinstra

March 18-20 RMA Spring Convention

G. CORRESPONDENCE

G.1. MP Thomas - Community Builders Awards

Council reviewed correspondence from MP Rachel Thomas regarding the Community Builders Awards.

I. CLOSED SESSION

I.1. - CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)

453-2024 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 9:56 a.m. for the discussion on the following:



Minutes

Council Meeting | Thursday, April 25, 2024 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, April 25, 2024, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Mark Sayers
- Councillor Eric Van Essen
- Councillor Klaas VanderVeen
- Councillor Morris Zeinstra
- Chief Administrative Officer Cole Beck
- Director, Corporate Services Jennifer Place
- Executive Assistant Candice Robison

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:00 a.m.

Reeve Campbell read the following land acknowledgement:

In the true spirit of reconciliation, we acknowledge all those who call this land home now and for thousands of years in the past. May we respect each other and find understanding together and recognize the benefits that this land provides to all of us.

B. ADOPTION OF AGENDA

| | | | |
|--------|-------------------|---|---------|
| 1-2024 | Councillor Sayers | MOVED that the April 24, 2024 Lethbridge County Special Council Meeting Agenda be adopted as presented. | CARRIED |
|--------|-------------------|---|---------|

C. DELEGATIONS

C.1. 9:00 a.m. - KPMG - 2023 Audited Financial Statements

Tawnee Vincon from KPMG LLP and Jennifer Place, Director, Corporate Services presented the 2023 Audited Financial Statements to Council.

C.2. 2023 Audited Financial Statements

| | | | |
|--------|----------------------|---|---------|
| 2-2024 | Councillor Van Essen | MOVED that Council approves the transfer of \$64,382 from the Tax Equalization Reserve to public works operations to offset the unrestricted surplus deficit. | CARRIED |
| 3-2024 | Deputy Reeve Kuerbis | MOVED that Council approve the Audited Financial Statements for the fiscal year ended December 31, 2023 as presented by KPMG LLP. | CARRIED |

D. ADJOURN

| | | | |
|--------|---------------------|---|---------|
| 4-2024 | Councillor Zeinstra | MOVED that the Lethbridge County Special Council Meeting adjourn at 9:12 a.m. | CARRIED |
|--------|---------------------|---|---------|

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2024-0-032 – Urban
- SW1/4 36-10-22-W4M
Meeting: Council Meeting - 02 May 2024
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

| | |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development | Approved - 17 Apr 2024 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 22 Apr 2024 |
| Cole Beck, Chief Administrative Officer | Approved - 22 Apr 2024 |

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to subdivide a 2.64-acre first parcel out from a ¼-section title of 159.00-acres for country residential use. The proposal does meet the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2024-0-032 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision is the first subdivision from the ¼-section and meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The isolated single-parcel subdivision policies are within LUB No. 24-007 that allow one subdivision per ¼-section on agricultural zoned land, which the proposed first parcel-out subdivision complies with.
- LUB No. 24-007 criteria stipulate a minimum 2.0-acre to maximum 10.0-acre parcel size to capture existing improvements (thus the proposed 2.64-acres complies).
- All required private servicing requirements are in place, including water from a private cistern system, septic field, public road access, and private utilities.

BACKGROUND INFORMATION:

Located approximately 1-mile northwest of the Hamlet of Shaughnessy, 1-mile west of Highway 25 and 1-mile south of Highway 519. The proposal is to subdivide an existing farmstead yard from the corner of an agricultural parcel.

The yard is located in the very southwest corner of the ¼-section and contains a dwelling, a smaller older dwelling used for storage, some trees to the west and north, and no other improvements. For many years, the yard contained extensive outdoor storage but has been cleaned-up and most of the vehicles, equipment, farm implements, and grain bins have been removed from the site. Access is provided from the west municipal road allowance. There are no abandoned gas wells located in proximity to this proposal. There are three confined feeding operations located in the general vicinity (south and southwest). The proposal meets and exceeds the required Category 1 minimum distance separation (MDS) to all of the closest operations.

Overall, the 2.64-acre parcel is the first parcel out subdivision from the ¼-section and meets the criteria of Land Use Bylaw No. 24-007. The application was circulated to the required external agencies and no concerns were expressed regarding the subdivision. The land was flagged for obtaining Historical Resources Act approval, but the province has granted the applicant an exemption.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve the subdivision if it determines it is not suitable and the title would remain as is.

Pros:

- there are no advantages to denying the subdivision as it meets the criteria of the County.

Cons:

- the decision would likely be appealed as the County's criteria have been met.

FINANCIAL IMPACT:

None, and the existing tax situation will remain as is.

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[5A Lethbridge County 2024-0-032 Approval](#)

[Diagrams 2024-0-032](#)

RESOLUTION

2024-0-032

Lethbridge County **Country Residential** subdivision of SW1/4 36-10-22-W4M

THAT the Country Residential subdivision of SW1/4 36-10-22-W4M (Certificate of Title No. 191 120 767), to subdivide a 2.64-acre (1.07 ha) first parcel out subdivision from a ¼-section title of 159.00-acres (64.3 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that corresponds to the approved parcel being subdivided.
4. That the easement(s) as required by ATCO Gas shall be established, if deemed necessary.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision as a first parcel out is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority is satisfied the proposal meets and exceeds the required the minimum distance separation (MDS) from all of the closest CFO operations to the dwelling being subdivided.
4. The subdivision is the first from the ¼-section and meets the County's subdivision criteria. The 2.64-acre parcel size conforms to the land use bylaw's minimum 2.0-acre and maximum 10.0-acre parcel size criteria.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) TELUS has no concerns.

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Page 1 of 3

- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (f) In reference to the above request, please be advised of ATCO Gas' response and notify the landowner of the following:

ATCO Gas Objects with the following comments – ATCO Gas requires a URW for existing pipe that is impacted by the subdivision.

The Landowner is required to contact ATCO Gas via Email: southlandadmin@atcogas.com to facilitate execution of Utility Right of Way to the satisfaction of ATCO Gas

Once the URW has been registered at the Alberta Land Titles Office, we will notify the MD/County ATCO Gas would also like to make the MD/County and Landowner/Developer aware of the following:

- If conducting any ground disturbance on the subject property, the landowner/developer must ensure the location of all utilities by contacting Utility Safety Partners at 1-800-242-3447 or <https://utilityafety.ca/>
- For any ground disturbance within 30m of an existing gas line please contact Crossings@atcogas.com to obtain permission (submit locate slip as back up)
- ATCO Gas requires a minimum of 6 months' notice to design and construct a new gas line, or alter an existing gas line. New Service installations, pipeline alterations, and Main extensions will be performed at the landowner/developers expense.
- If the landowner requires a single gas service please visit <https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html>

Any further questions please email southlandadmin@atco.com.

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

- (h) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:

"In response to the request for comment on the above noted subdivision, based on the information provided we wish to provide the following comments:

- The notice of application indicated the purpose of this subdivision is to separate out the existing homestead from the quarter section.
- The planner noted several CFO's were nearby and that they were beyond the minimum setbacks. Note that NRCB, as the regulatory agency, may have comments.
- We do not foresee any new public health problems being created as a result of the above noted subdivision provided that the applicant complies with all pertinent regulations, by-laws, and standards."

- (i) Lethbridge Northern Irrigation District (LNID):

"The above noted *Application for Subdivision* has been reviewed by the Lethbridge Northern Irrigation District (LNID) and is approved subject to the following conditions:

1. Payment in full of any outstanding irrigation rates that may be assessed on the original parcel at the time of finalization of the subdivision.
2. Payment of the District's subdivision administration fee. The current fee is **\$650.00** (includes GST).

3. A **Water Agreement** suitable to meet the needs of the proposed 2.64 acre subdivision may be required if the proposed new subdivision requires the use of irrigation water. In addition, since the delivery would be from the Lateral E2 Pipeline, a landowner construction contribution would be required at the time of signing a Water Agreement for this parcel. The Lateral K2 Pipeline rate for non-irrigated parcels is **\$3,150.00 including GST** plus the cost of a water delivery turnout, if one is required.
4. An **Easement** for the subdivided parcel for access to water from the District's works must be in place for the supply of domestic/yard usage water, if applicable.
5. Any alteration to District works required as a result of this subdivision is subject to District approval and payment by the applicant of all applicable costs.

Thank you for the opportunity to comment.

If you require more information or would like to set up an appointment to discuss the conditions above, please contact Janet Beck, Administration & Land Manager, at the Lethbridge Northern Irrigation District Office, 403-327-3302."

- (j) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

"This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 25, 519 Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

The requirements of Section 19 are met, therefore no variance is required.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information."

- (k) Historical Resources – Barry Newton, Land Use Planner:

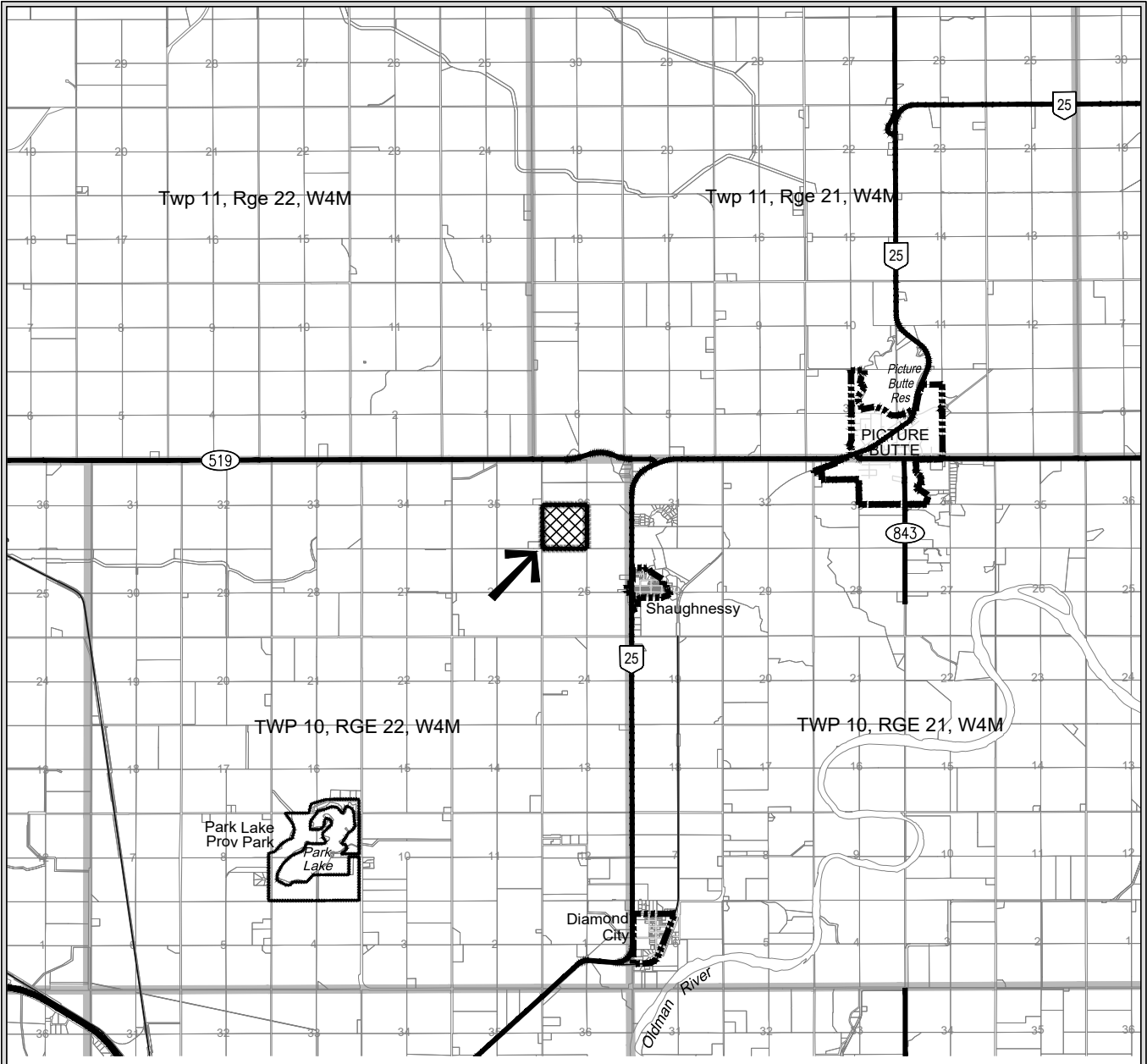
"We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required."

MOVER

REEVE

DATE

2024-0-032
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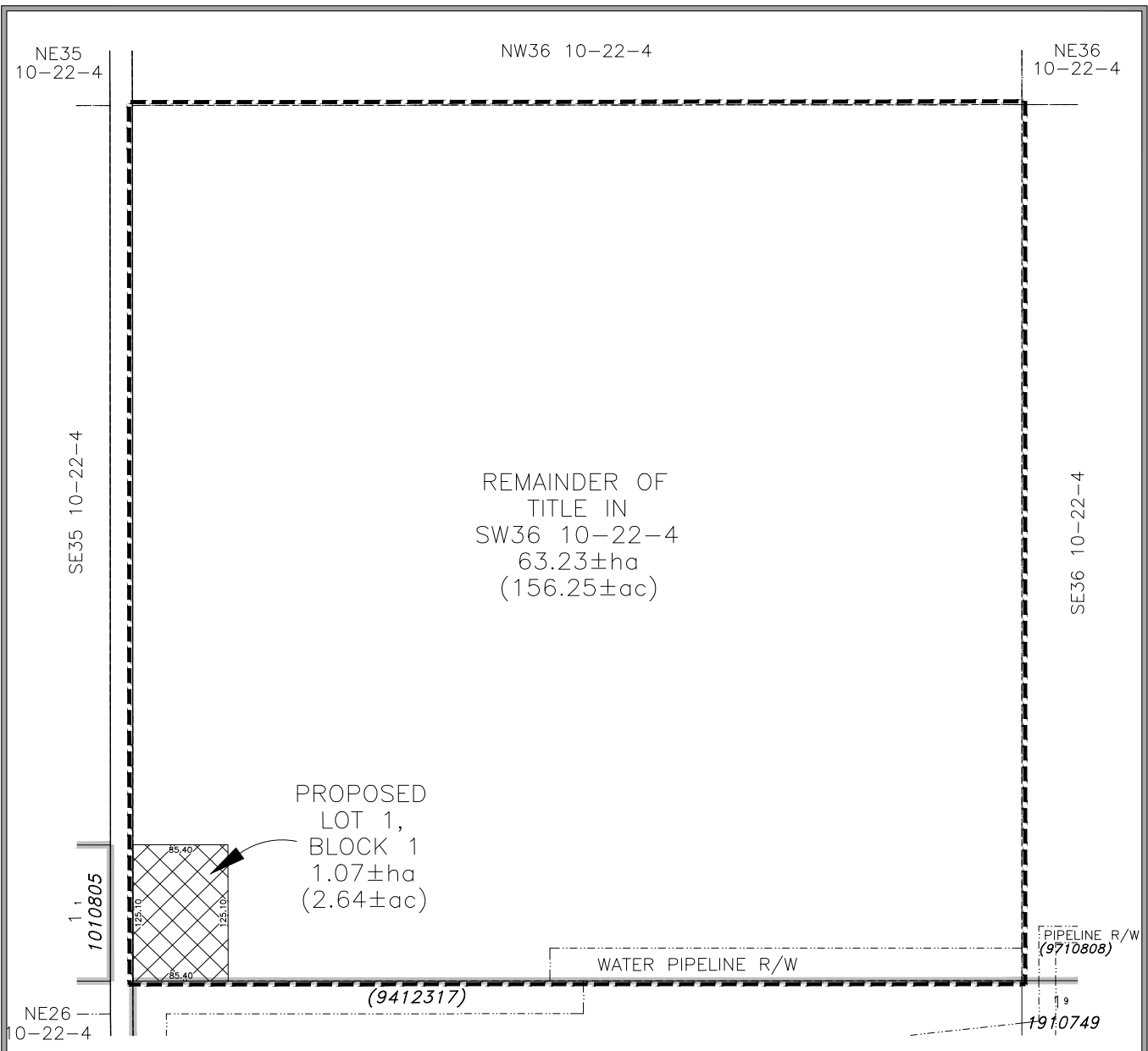


SUBDIVISION LOCATION SKETCH
SW 1/4 SEC 36, TWP 10, RGE 22, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MARCH 4, 2024
FILE No: 2024-0-032

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3102 10th AVENUE NORTH, LETHBRIDGE, AB T1H 3E6
 NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



March 04, 2024 N:\Subdivision\2024\2024-0-032.dwg



SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 23-16243T

SW 1/4 SEC 36, TWP 10, RGE 22, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MARCH 4, 2024

FILE No: 2024-0-032



March 04, 2024 N:\Subdivision\2024\2024-0-032.dwg



SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 23-16243T

SW 1/4 SEC 36, TWP 10, RGE 22, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MARCH 4, 2024

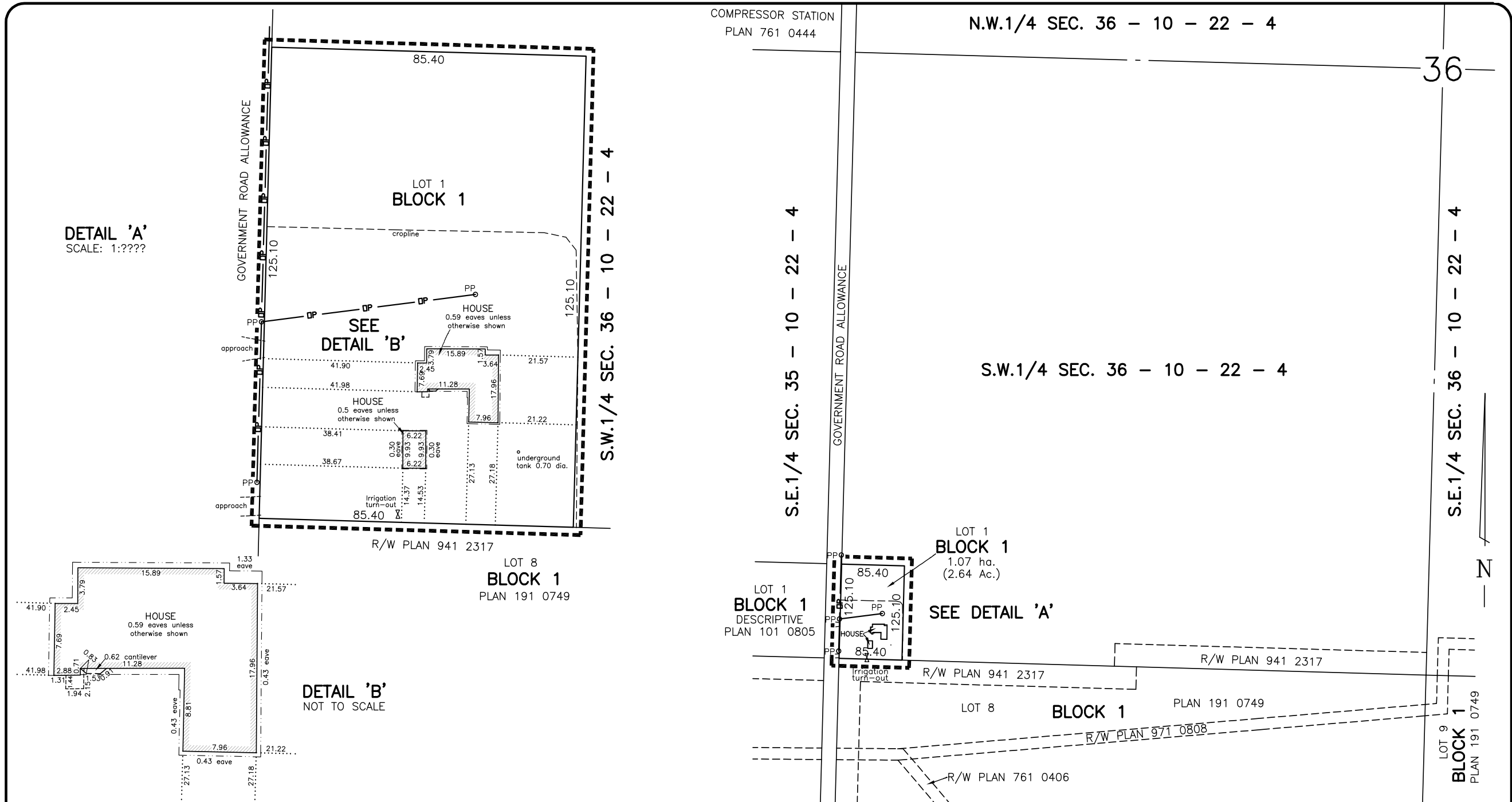
FILE No: 2024-0-032



March 04, 2024 N:\Subdivision\2024\2024-0-032.dwg



AERIAL PHOTO DATE: 2018



| NO. | REVISION | DATE | BY |
|-----|--|------|----|
| | Improvements shown were surveyed on February 5th, 2024 | | |
| | NOTE : Portion to be approved is outlined thus ----- | | |
| | and contains approximately 1.07 ha. | | |
| | Distances are in metres and decimal parts thereof. | | |
| | Overhead line is shown thus — OP — OP — | | |
| | PP stands for utility pole. | | |
| | Fence lines are shown thus — X — X — | | |
| | Distances and areas are approximate and are subject to change upon final survey. | | |

JULIUS & LORNA URBAN

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
S.W.1/4 SEC. 36; TWP. 10; RGE. 22; W.4 M.
(105001 RGE RD 22-1)

LETHBRIDGE COUNTY

boa brown okamura & associates ltd.
Professional Surveyors
2830 - 12th Avenue North, Lethbridge, Alberta

| | | |
|---------------------------------------|--------------|-------------------|
| APPROVED D. J. Amantea, A.L.S. | DRAWN CJB | DATE FEB. 9/24 |
| | CHECKED DJA | JOB 23-16243 |
| | SCALE 1:5000 | DRAWING 23-16243T |

AGENDA ITEM REPORT



Title: Subdivision Application #2024-0-034 – Daignault
- Lot 5, Block 16, Plan 9610575 & Lot 19, Block 16, Plan 1511874 within
NW1/4 30-10-21-W4M (Hamlet of Shaughnessy)

Meeting: Council Meeting - 02 May 2024

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

| | |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development | Approved - 17 Apr 2024 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 22 Apr 2024 |
| Cole Beck, Chief Administrative Officer | Approved - 22 Apr 2024 |

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to reconfigure and enlarge a lot by subdividing 0.35-acres from a title of 7.76-acres and consolidate it to an adjacent lot 0.24-acres in size, thereby creating an enlarged lot 0.59-acres in size, for hamlet residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2024-0-034 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations, and both the municipal hamlet and reconfiguration of title subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains subdivision policies to allow a realignment/reconfiguration of titles and property lines without an increase in titles. In this application the applicant starts with two titles and will end up with two but in a different layout/size.
- The land use bylaw requires a minimum 50 x 100 feet lot size with an overall area of 5,000 sq. ft., and this proposal exceeds it at 25,702 sq. ft.
- The County has provided municipal water and sewer services in the Hamlet of Shaughnessy to support development, enabling the lot to be serviced by the hamlet infrastructure.
- Council has approved a Hamlet Growth Study for the Hamlet of Shaughnessy to encourage hamlet growth, and this reconfigured title will enable a new dwelling to be built on the lot.

BACKGROUND INFORMATION:

Located within the Hamlet of Shaughnessy on the northside of 3 St. The application is to create a larger residential hamlet lot by adding 0.35-acres to Lot 5, Block 16, Plan 9610575.

The proposal involves relocating the smaller Lot 5 property line to the west and leaving a 20 m strip of land between the new property line and the very west boundary of the larger parcel being subdivided (to enable access to the north remnant parcel from 3 St.) This 20 m strip of land will allow for the potential future development of a municipal roadway if the north portion is ever subdivided further. The existing smaller lot (65 x 162 sq. ft. in size) presently contains a detached residential garage in the middle of the lot and no dwelling or other improvements. The location of the existing garage on the lot makes it problematic to properly site a residential dwelling and comply with the land use bylaw’s setback requirements. The addition of the land (through consolidation) will enable sufficient room to develop on the west side. Direct access is currently provided from the internal hamlet road network, from 3 St. to the south.

Both parcels are situated within the 300 m buffer setback to the hamlet sewage lagoons to the north. However, this application involves a property line adjustment (lot enlargement) and is not creating an additional standalone lot. The County has also prepared an engineered odour and impact assessment for the hamlet lagoons in 2023 and can deal with variances for construction of a residence at the development permit stage.

Overall, the proposal meets the criteria of the County’s LUB No. 24-007 for a realignment/reconfiguration of titles and the Hamlet Residential land use district standards. The application was circulated to the required external agencies with no concerns expressed and no utility easements are requested (at time of agenda report). The area is identified by the province for Historical Resources (5a and 5a,p) but the province has exempted them from applying for clearance.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is determined the proposed boundary reconfiguration or lot location is not suitable for development.

Pros:

- there would not be an additional future residential dwelling located in proximity to the sewage lagoons.

Cons:

- the County would miss out on a hamlet residential growth opportunity and the County has the ability and authority to manage the lagoon setback issue at the development stage.

FINANCIAL IMPACT:

None, but a future residential dwelling allows for new assessment and tax opportunity.

LEVEL OF PUBLIC PARTICIPATION:

- Inform
 Consult
 Involve
 Collaborate
 Empower

ATTACHMENTS:

- [5A Lethbridge County 2024-0-034 Approval](#)
- [Diagrams 2024-0-034](#)
- [Subdivision Sketch 1](#)

RESOLUTION

2024-0-034

Lethbridge County

Residential subdivision of Lot 5, Block 16, Plan 9610575 & Lot 19, Block 16, Plan 1511874 within NW1/4 30-10-21-W4M

THAT the Residential subdivision of Lot 5, Block 16, Plan 9610575 & Lot 19, Block 16, Plan 1511874 within NW1/4 30-10-21-W4M (Certificate of Title No. 231 169 467, 231 144 910), to subdivide 0.35-acres (0.14 ha) from a title of 7.76-acres (3.14 ha) and consolidate it to an adjacent lot 0.24-acres (0.10 ha) in size, thereby creating an enlarged lot approximately 0.59-acres (0.24 ha) respectively in size, for hamlet residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 0.35-acres at the market value of \$_____ per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that upon payment of the reserve, the existing deferred reserve caveats registered on both affected titles from previous subdivision shall be discharged and a new caveat with the adjusted amount be registered on the larger remnant title, with the actual acreage and amount to be determined at the final stage, upon receipt of the final subdivision plan.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may outline the terms and obligations for addressing any hamlet water and sewer servicing matters or changes if needed.
3. That the applicant has the titles and portions of land to be subdivided (0.35-acres) and consolidated (Lot 5) to reconfigure the boundaries (property line) of the two adjacent parcels done by a surveyed plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That any easement(s) as required by the utility agencies, or the municipality shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision and consolidation is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the application involves a property enlargement and boundary adjustment and overall meets the hamlet subdivision criteria of the County's Land Use Bylaw.

2024-0-034
Page 1 of 3

INFORMATIVE:

- (a) Both parcels are situated within the Subdivision and Development Regulation 300 m buffer setback to the hamlet sewage lagoons to the north. However, as this application involves a property line adjustment (lot enlargement) and is not creating an additional standalone lot, the County can deal with variances for construction of a residence at the development permit stage as it has had prepared an engineered variance analysis report in support of such.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus has no concerns.
- (e) In reference to the above request, please be advised of ATCO Gas' response and notify the landowner of the following:

- ATCO Gas has no objection
- ATCO Gas has no need for a Utility Right of Way currently

Once the URW has been registered at the Alberta Land Titles Office, we will notify the MD/County
ATCO Gas would also like to make the MD/County and Landowner/Developer aware of the following:

- If conducting any ground disturbance on the subject property, the landowner/developer must ensure the location of all utilities by contacting Utility Safety Partners at 1-800-242-3447 or <https://utilitysafety.ca/>
- For any ground disturbance within 30m of an existing gas line please contact Crossings@atcogas.com to obtain permission (submit locate slip as back up)
- ATCO Gas requires a minimum of 6 months' notice to design and construct a new gas line, or alter an existing gas line. New Service installations, pipeline alterations, and Main extensions will be performed at the landowner/developers expense.
- If the landowner requires a single gas service please visit <https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html>

Any further questions please email southlandadmin@atco.com.

- (f) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.
- (g) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:
“In response to the request for comment on the above noted subdivision, based on the information provided we wish to provide the following comments:

- As per the notice of application, the purpose of this subdivision is to enlarge a hamlet lot to allow residential use.
- The lot is approximately 100m from the municipal sewage lagoon, which appears to be within the 300m setback of Alberta Environment and Protected Areas (EPA). However, the row of existing homes is also within the setback. AHS does not support infringing on setbacks of other agencies. Therefore, we suggest consultation with the regulatory agency (EPA).
- We do not foresee any new public health problems being created as a result of the above noted subdivision provided that the applicant complies with all pertinent regulations, by-laws, and standards.

If you require any further information, please call me.”

- (h) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 25

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information.”

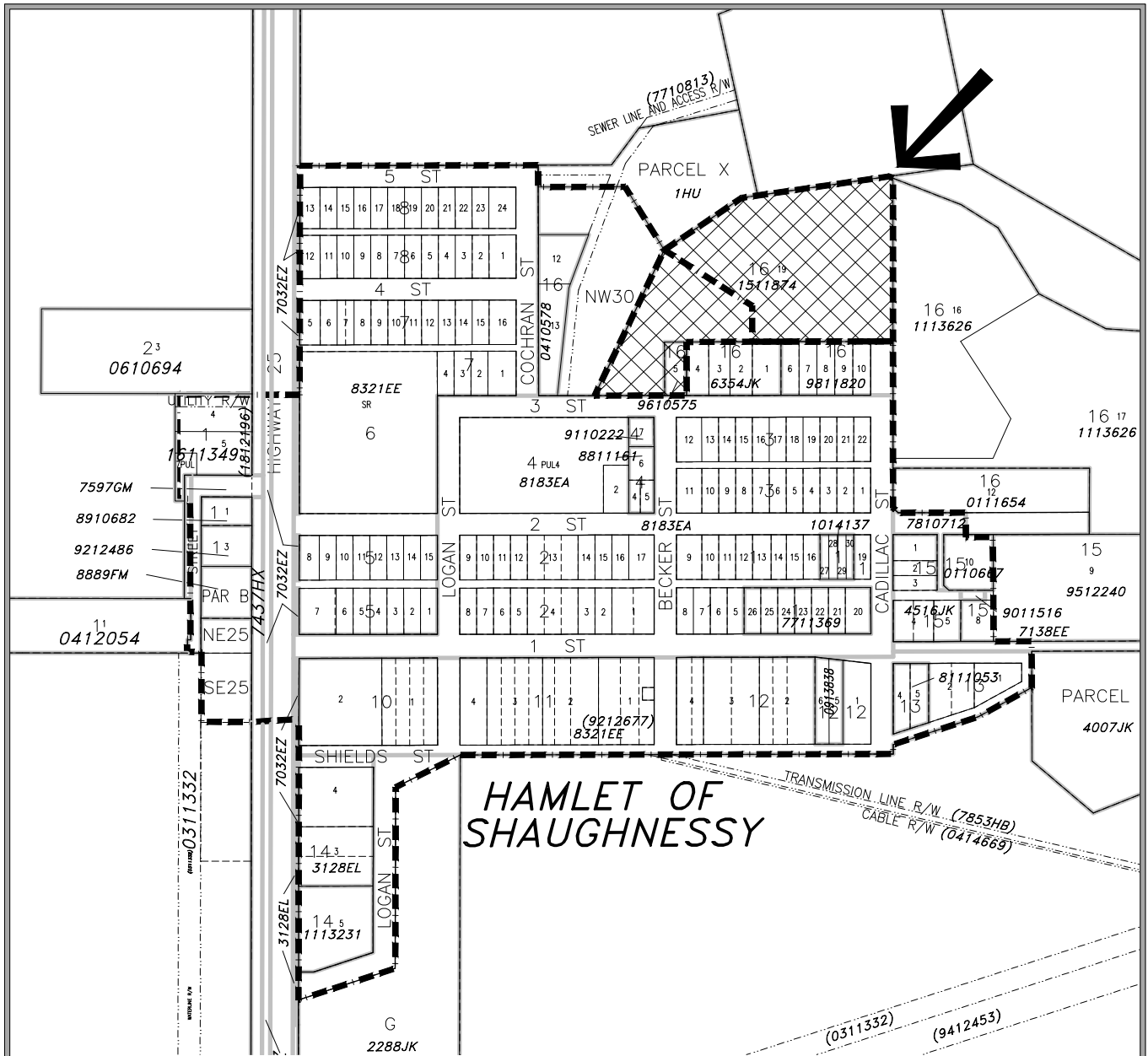
- (j) Historical Resources – Barry Newton, Land Use Planner:

“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”

MOVER

REEVE

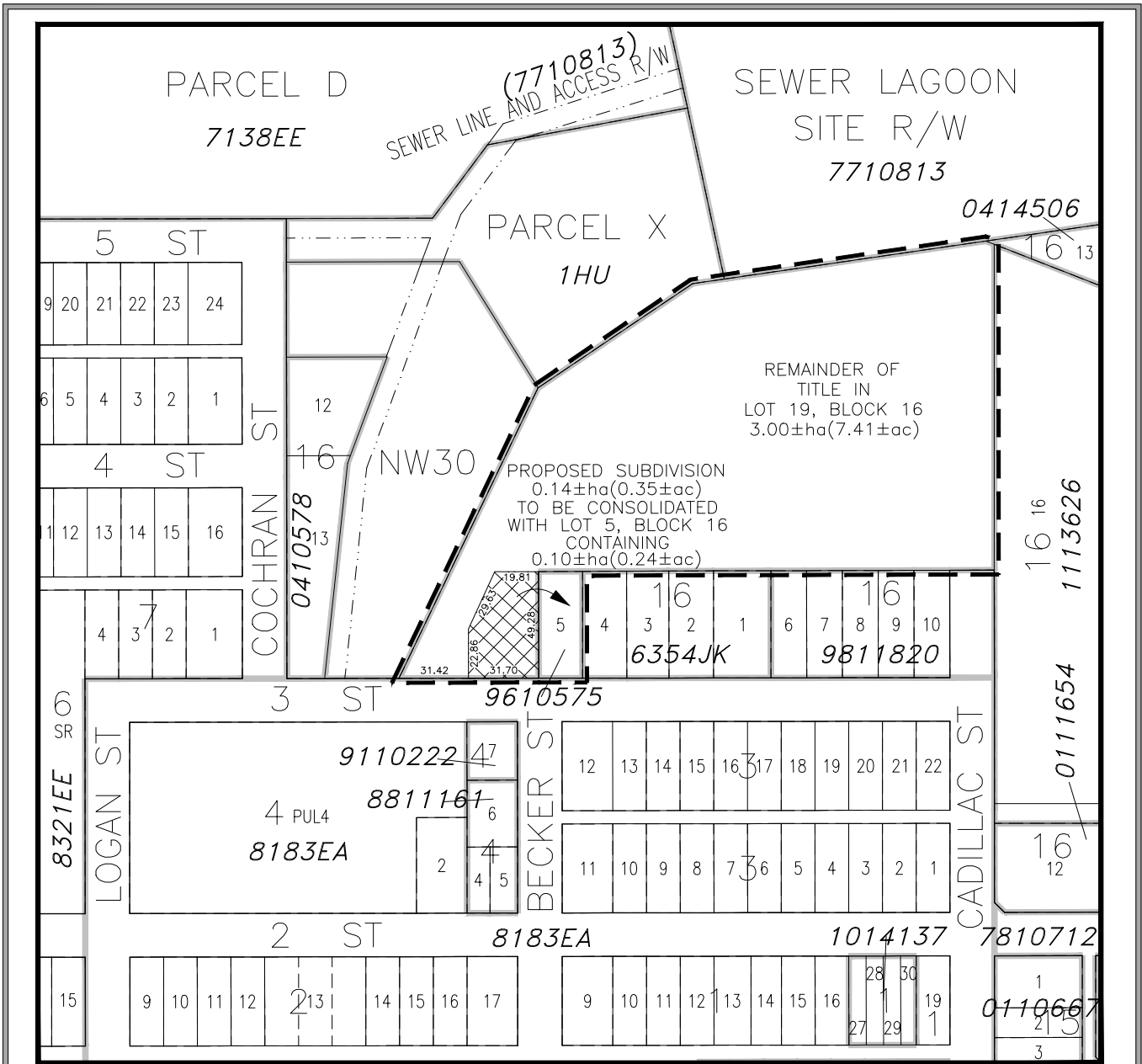
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SUBDIVISION LOCATION SKETCH
 PORTION OF LOT 19, BLOCK 16, PLAN 1511874
 WITHIN NW 1/4 SEC 30, TWP 10, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 (HAMLET OF SHAUGHNESSY)

DATE: MARCH 4, 2024
 FILE: 2024-0-034





SUBDIVISION SKETCH
 PORTION OF LOT 19, BLOCK 16, PLAN 1511874
 WITHIN NW 1/4 SEC 30, TWP 10, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 (HAMLET OF SHAUGHNESSY)

DATE: MARCH 4, 2024
 FILE: 2024-0-034



March 04, 2024 N:\Subdivision\2024\2024-0-034.dwg



SUBDIVISION SKETCH
 PORTION OF LOT 19, BLOCK 16, PLAN 1511874
 WITHIN NW 1/4 SEC 30, TWP 10, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 (HAMLET OF SHAUGHNESSY)
 DATE: MARCH 4, 2024
 FILE: 2024-0-034



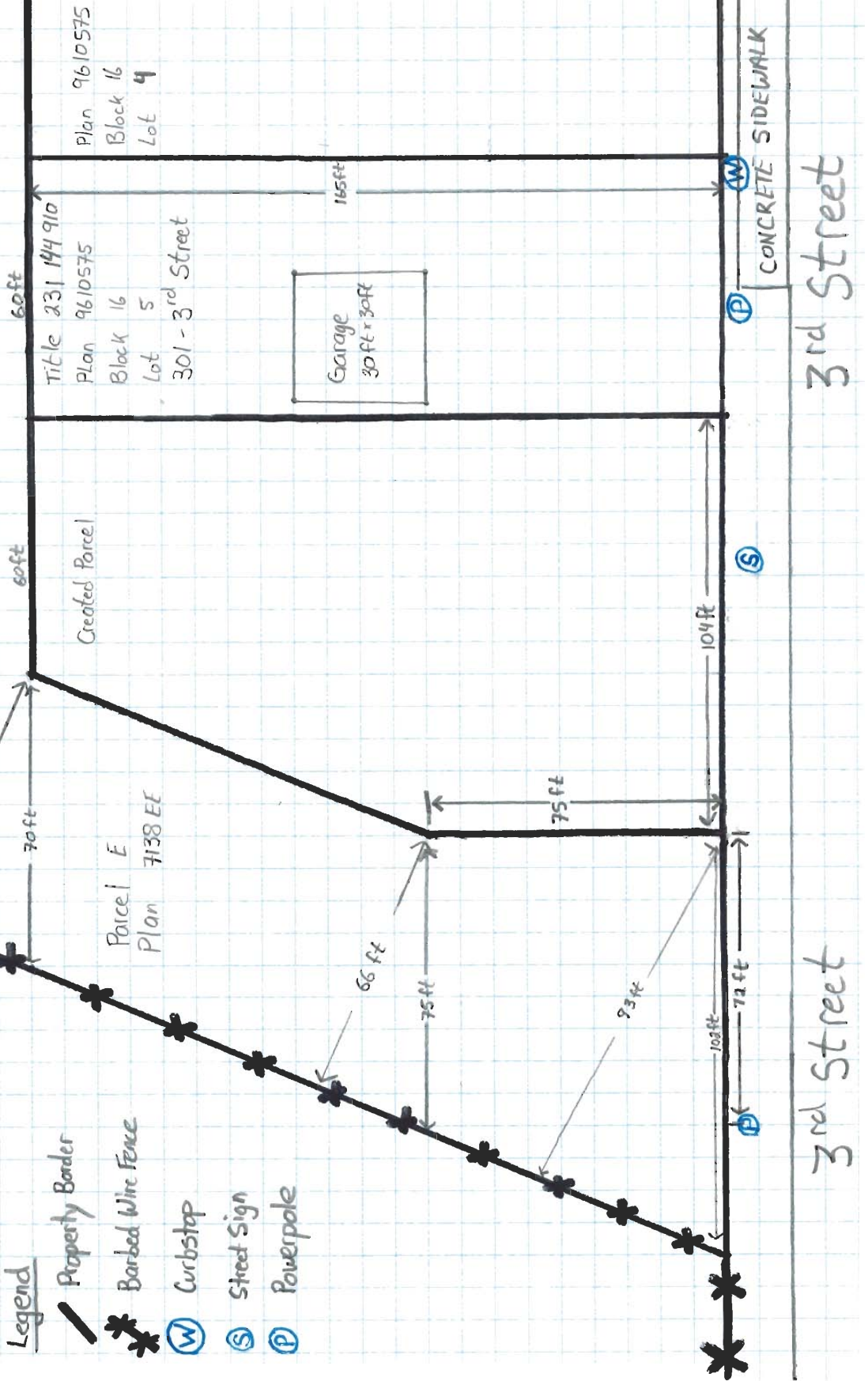
AERIAL PHOTO DATE: 2018



Title 231 169 467
 Plan 1511874
 Block 16
 Lot 19
 241 - 3rd Street

Legend

- Property Border
- Barbed Wire Fence
- Curbstop
- Street Sign
- Powerpole



AGENDA ITEM REPORT



Title: Subdivision Application #2024-0-041 – Luco
- E1/2 7-8-21-W4M & Closed Road Allowance within 7-8-21-W4M

Meeting: Council Meeting - 02 May 2024

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

| | |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development | Approved - 17 Apr 2024 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 22 Apr 2024 |
| Cole Beck, Chief Administrative Officer | Approved - 22 Apr 2024 |

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is two-fold: to subdivide a 4.03-acre title from the SE ¼-7-8-21-W4 for country residential use, and then subdivide and consolidate 17.59-acres of uncultivated land from the SE ¼-section and amalgamate it to a separate adjacent north 81.72-acre title creating an enlarged parcel 99.31-acres in size. The proposal does meet the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2024-0-041 be approved subject to a consolidation of land being required and the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

With consideration for the merits of the amalgamation of land, the proposal meets the provincial Subdivision and Development Regulations and the municipal subdivision and reconfiguration of title policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains single-parcel subdivision policies for unsubdivided ¼-sections, which the 4.03-acre subdivision complies with.
- LUB No. 24-007 policies enable the subdivision and consolidation of land for a reconfiguration of titles, with no additional titles being created.
- In 1987 a past Council rezoned the east-half of the NE ¼-section (NE 7-8-21-W4) for a GCR proposal that never developed out. Any further subdivision would require an updated ASP to be provided to the County for Council's consideration.

- This land is situated within the IDP boundary with the City of Lethbridge. This type of subdivision is allowed and deemed to conform to the applicable policies in the IDP.

BACKGROUND INFORMATION:

Located immediately west of the Lethbridge Airport lands, 1/2-mile south of the Oldman River and the City of Lethbridge boundary. The proposal is to subdivide the existing acreage in the SE quarter-section and then realign the boundaries between the SE and east-half of the NE based on existing use and removing the non-arable portion of land from the cultivated agricultural portion.

The first component is to create a 4.03-acre acreage title for a yard with an older dwelling and tree shelter belt. There are no other improvements on the property and the parcel will capture the onsite septic system situated to the east of the dwelling. There is direct access to the adjacent east government road allowance. The parcel size conforms with the County's land use bylaw minimum 2.0-acre country residential parcel size. There are no abandoned gas wells located in proximity to this proposal. The application's second component is to enable a land title reconfiguration by amalgamating the coulee-draw/grassland from the SE 7-8-21-W4 to similar land to the north and keep all the cultivated agricultural land on one title at 134.38-acres. The owner also has a water source on the SE quarter-section that they want to separate from the agricultural land title and tie-it with the north parcel title. The proposal also includes separating a second dwelling with other yard improvements, situated just to the west of the 4.03-acre yard, and legally associate it with the enlarged 99.31-acre reconfigured north title.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 24-007 for both a yard subdivision from an unsubdivided 1/4-section and the reconfiguration/ realignment of titles policies. The application was circulated to the required external agencies with ATCO Gas requesting a utility easement. The City of Lethbridge had no concerns as the application is deemed to conform to the policies in the IDP. The province identifies the area for potential historical resources (HRV 4a & 5p). However, Alberta Culture states the subdivision will not require Historical Resources Act approval. Nav Canada and Transport Canada had no specific subdivision comments.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve the reconfiguration (consolidation of yard and coulee land) if it is determined the proposal is not suitable and only approve the 4.03-acre yard subdivision part of the application.

Pros:

- there are no advantages to only approving one portion, as both aspects conform to the IDP and subdivision criteria of the County.

Cons:

- the water source would remain with the cultivated land title and not the associated yards, and the decision would likely be appealed by the applicants.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:

- Inform
 Consult
 Involve
 Collaborate
 Empower

ATTACHMENTS:

[5A Lethbridge County 2024-0-041 Approval
Diagrams 2024-0-041
2024-0-041 – Luco - Color Diagrams](#)

RESOLUTION

2024-0-041

Lethbridge County

Agricultural & Country Residential subdivision of E1/2 7-8-21-W4M & Closed Road Allowance within 7-8-21-W4M

THAT the Agricultural & Country Residential subdivision of E1/2 7-8-21-W4M & Closed Road Allowance within 7-8-21-W4M (Certificate of Title No. 221 010 157, 101 041 526 +1), to subdivide a new 4.03-acre (1.63 ha) title from the ¼-section (SE 7-8-21-W4) for country residential use, and then subdivide and consolidate 17.59-acres (7.12 ha) of uncultivated land from the same ¼-section and amalgamate it to a separate adjacent north 81.72-acre (33.07 ha) title thereby creating an enlarged title 99.31-acres (40.19 ha) in size; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, is to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the easement(s) as required by ATCO Gas shall be established prior to finalization.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision and consolidation is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the 4.03-acre acreage subdivision is the first subdivision from the SE ¼-section and conforms with the County's land use bylaw minimum 2.0-acre parcel size for country residential use.
4. The boundary reconfiguration with the consolidation of land to the NE ¼-section complies with the subdivision criteria and the resulting agricultural parcel size exceeds the land use bylaw's minimum 70-acres size stipulation.
5. The Subdivision Authority has determined the proposal is within the IDP boundary with the City of Lethbridge and the application is deemed to conform to the applicable policies in the IDP. The City of Lethbridge has no concerns with the proposal.

INFORMATIVE:

- (a) Pursuant to Section 663(a) of the MGA, Municipal Reserve is not applicable on the 4.03-acre lot and is also not applicable on the 17.59-acres being amalgamated to the enlarged 99.31-acre title pursuant to section 663(b). (If the GCR portion was to be resubdivided in the future, Municipal Reserve would be addressed on that portion of land at that time.)

2024-0-041
Page 1 of 3

- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) The City of Lethbridge has no concerns with the proposed subdivision application with the understanding that this proposal complies with the applicable policies of the Intermunicipal Development Plan adopted by the Lethbridge County and City of Lethbridge.

It is expected that any further subdivisions, as per the IDP, would require an Area Structure Plan before proceeding. In addition, as per Policy 3.4.6.12 any development should survey top of bank and provide geotechnical information on the appropriate setbacks.

- (e) TELUS has no concerns.
- (f) In reference to the above request, please be advised of ATCO Gas' response and notify the landowner of the following:
- ATCO Gas Objects with the following comments – To cover existing pipe
 - The Landowner is required to contact ATCO Gas via Email: southlandadmin@atcogas.com to facilitate execution of Utility Right of Way to the satisfaction of ATCO Gas
- *Once the URW has been registered at the Alberta Land Titles Office, we will notify the MD/County* ATCO Gas would also like to make the MD/County and Landowner/Developer aware of the following:
- If conducting any ground disturbance on the subject property, the landowner/developer must ensure the location of all utilities by contacting Utility Safety Partners at 1-800-242-3447 or <https://utilityafety.ca/>
 - For any ground disturbance within 30m of an existing gas line please contact Crossings@atcogas.com to obtain permission (submit locate slip as back up)
 - ATCO Gas requires a minimum of 6 months' notice to design and construct a new gas line, or alter an existing gas line. New Service installations, pipeline alterations, and Main extensions will be performed at the landowner/developers expense.
 - If the landowner requires a single gas service please visit <https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html>

Any further questions please email southlandadmin@atco.com.

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.
- (h) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:
- “In response to the request for comment on the above noted subdivision, we have reviewed the provided information and wish to provide the following comments:
- Alberta Health Services does not object to this subdivision provided all other pertinent bylaws, regulations and standards are complied with.”
- (i) Historical Resources – Barry Newton, Land Use Planner:
- “We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”

(j) NAV Canada:

“Thank you for your submission, your Land Use file number is 24-1096. Please reference this number for all transactions on this submission.

At NAV CANADA, we are currently working on different ways to diminish our turnaround times. Please note that we currently have the following time frame published on our website:

Processing times vary, but NAV CANADA attempts to respond within 8 to 12 weeks of receiving a complete proposal. The accuracy and completeness of the initial documentation and your cooperation and promptness in remedying deficiencies or inaccuracies will help to expedite the review process.

If you have any questions or would like an update of your file, please do not hesitate to contact us.”

(k) Transport Canada does not issue any comments, approvals or letters of non-opposition with respect to development plans, construction permits or proposed projects on private property unless there is an Aeronautical Assessment Form (AAF) submitted. The AAF in and of itself does not constitute an approval or permission but merely identifies whether an object/structure meets the criteria of an obstacle to air navigation and the regulatory requirement to mark/light that object should it meet that criteria.

Where the object/structure lies within the Airport Zoning Regulation (AZR) for an airport (can be found on the Land Title) the burden is upon the developer/builder to adhere to the limitations for height and type of development that may be contained in the AZR and pertinent on that parcel of land.

It would be wise to consult with the “owner” of that AZR – the airport - which it is designed to protect as they have intimate familiarity with it and the surrounding area with respect to affects upon its AZR.

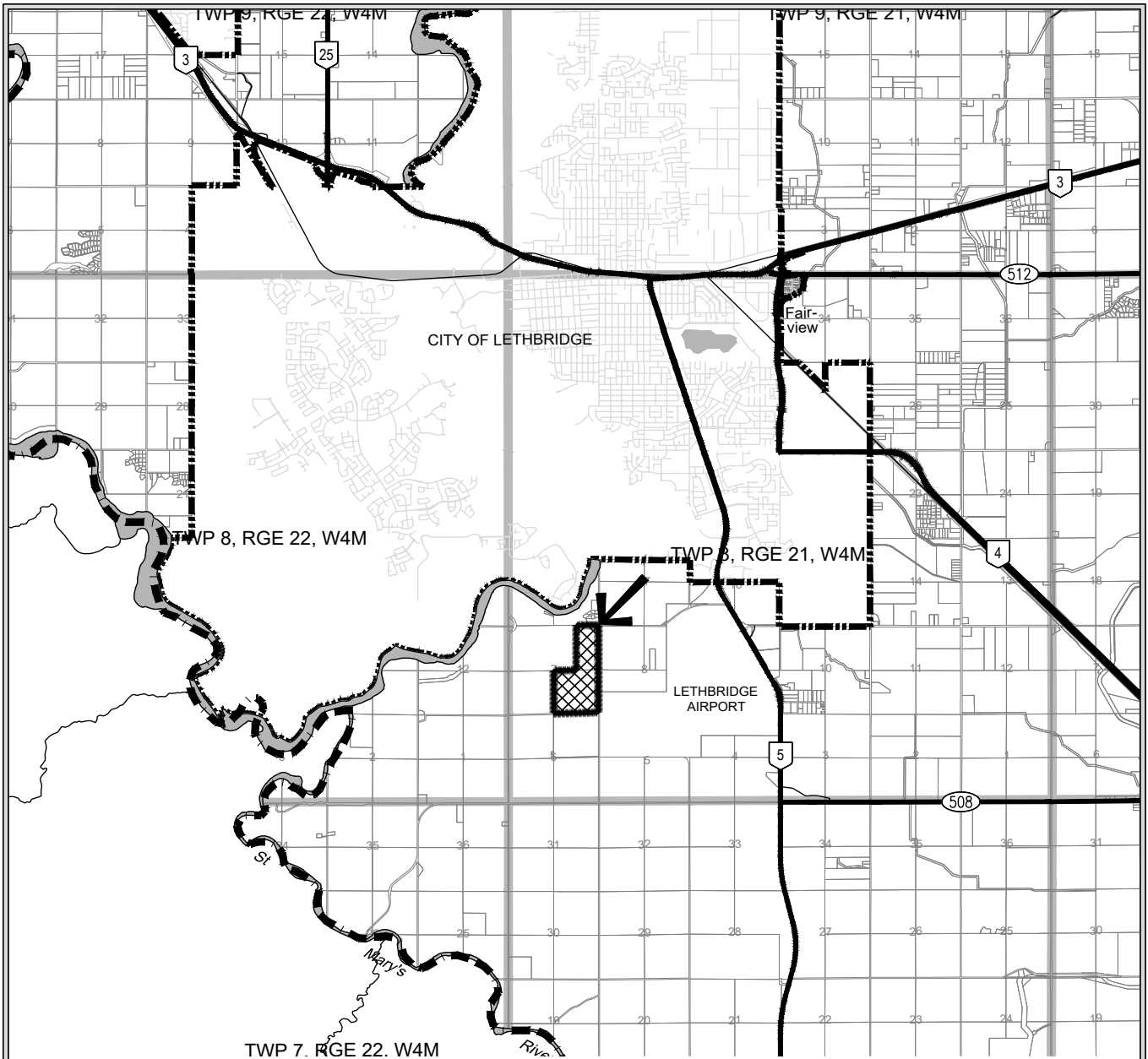
Here is a link to the application form the second page gives further guidance if an application form is required and to the Standards 621 for marking and lighting a structure. [Air navigation obstacle marking and lighting \(canada.ca\)](https://tc.canada.ca/en/aviation/obstacle-marking-and-lighting)

<https://tc.canada.ca/en/aviation/general-operating-flight-rules/marking-lighting-obstacles-air-navigation>

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DATE

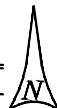


SUBDIVISION LOCATION SKETCH
E 1/2 SEC 7, TWP 8, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MARCH 18, 2024
FILE No: 2024-0-041

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3102 16th AVENUE NORTH, LETHBRIDGE, AB T1K 3E6
 NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



March 18, 2024 N:\Subdivision\2024\2024-0-041.dwg





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16273TA

E 1/2 SEC 7, TWP 8, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MARCH 18, 2024

FILE No: 2024-0-041

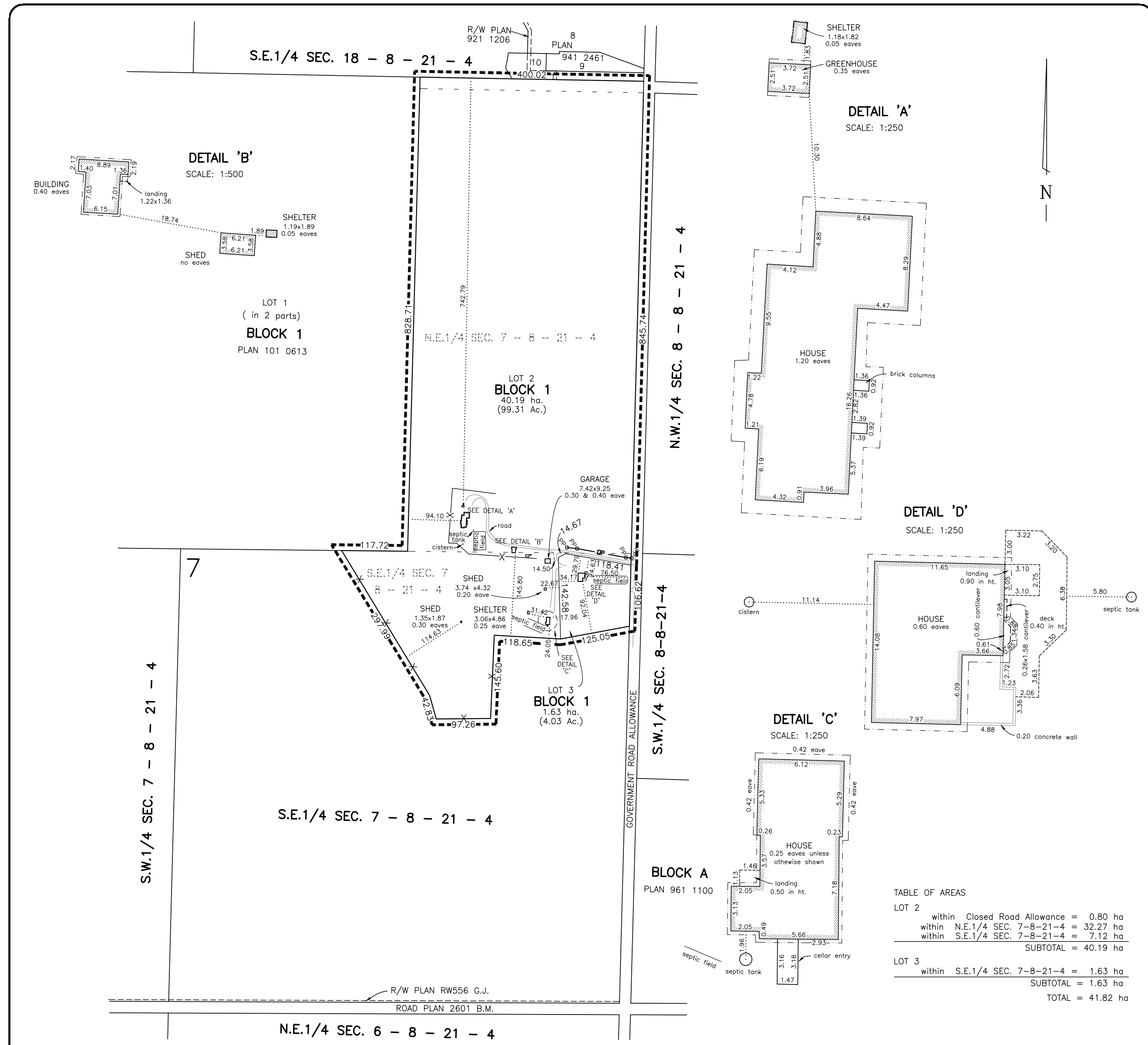
AERIAL PHOTO DATE: 2018



0 100 200 300 400 Metres

March 18, 2024 N:\Subdivision\2024\2024-0-041.dwg





| NO. | REVISION | DATE | BY |
|---|----------|------|----|
| NOTE : Portion to be approved is outlined thus ----- and contains approximately 41.82 ha. Distances are in metres and decimal parts thereof. Distances and areas are approximate and are subject to change upon final survey. | | | |

ROBERT & WENDE LUCO

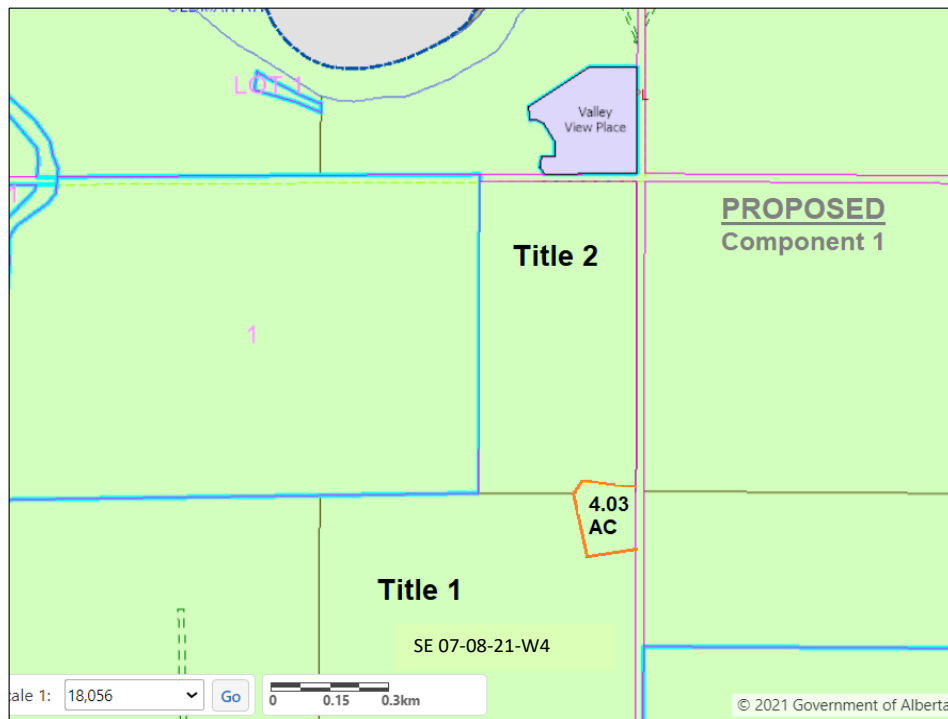
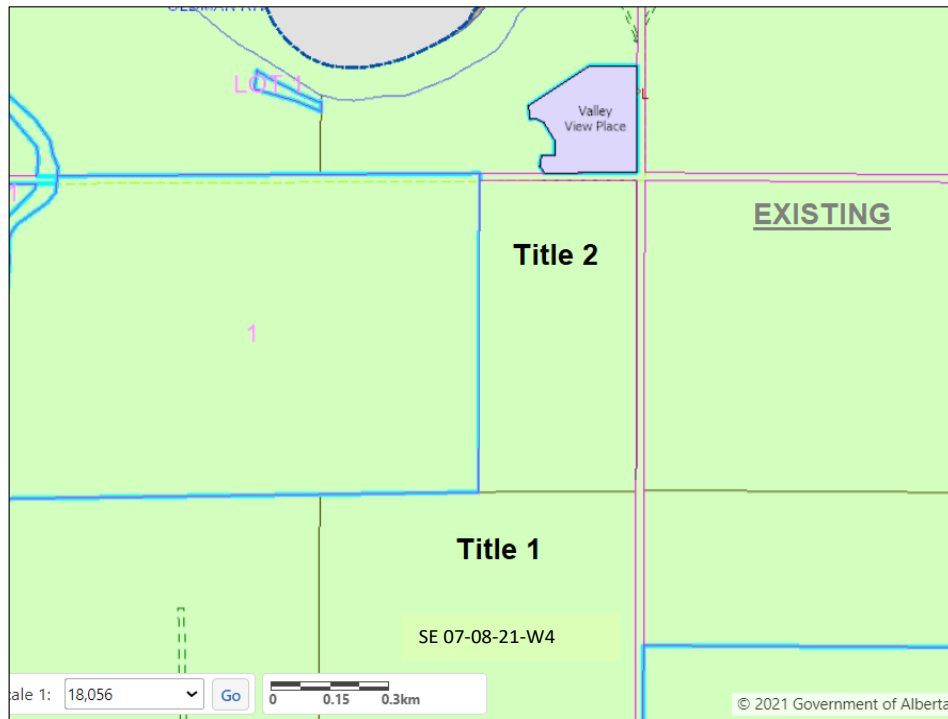
TENTATIVE PLAN SHOWING SUBDIVISION
of part of
S.E.1/4 SEC. 7, TWP. 8, RGE. 21, W.4 M. &
N.E.1/4 SEC. 7, TWP. 8, RGE. 21, W.4 M. &

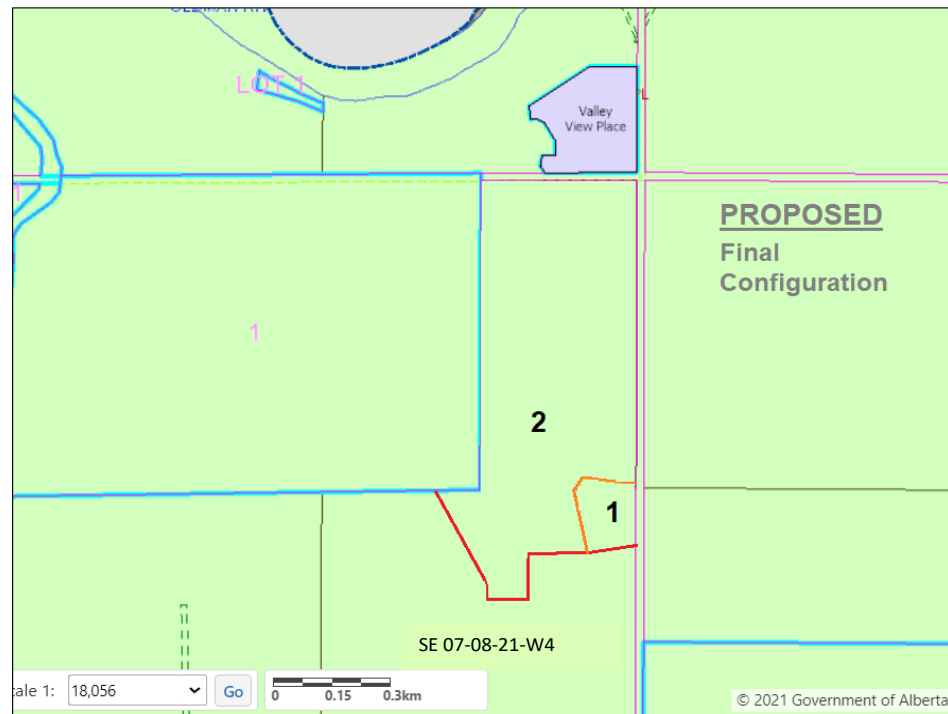
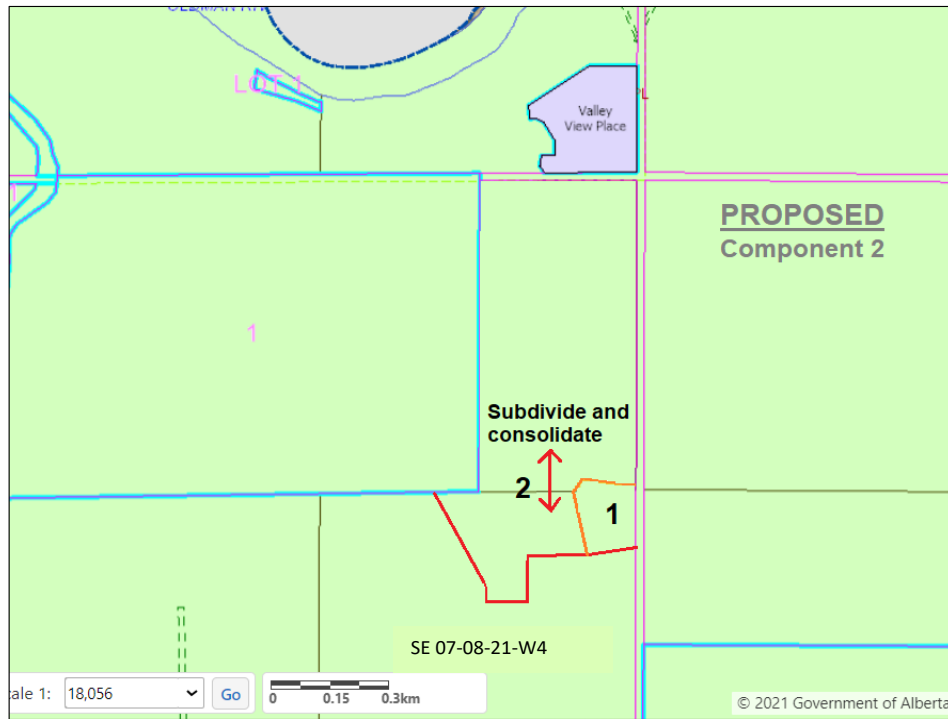
Lethbridge County

boa brown okamura & associates ltd.
Professional Surveyors
2830 - 12 Avenue North, Lethbridge, Alberta

| | | |
|----------------------|-------------|----------------|
| APPROVED | DRAWN MJ | DATE FEB 29/24 |
| | CHECKED ZJP | JOB 24-16273 |
| | SCALE | DRAWING |
| Z.J. Prosper, A.L.S. | 1:5000 | 24-16273TA |

2024-0-041 – Luco





AGENDA ITEM REPORT



Title: Subdivision Application #2024-0-042 – Peterson (Dixon)
- SW1/4 30-12-24-W4M

Meeting: Council Meeting - 02 May 2024

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

| | |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development | Approved - 18 Apr 2024 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 22 Apr 2024 |
| Cole Beck, Chief Administrative Officer | Approved - 22 Apr 2024 |

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The purpose of this application is to subdivide an 11.32-acre first parcel out subdivision from a title of 158.06 acres for country residential use. The proposal does not meet all the subdivision criteria of the Land Use Bylaw as it would require a parcel size waiver.

RECOMMENDATION:

That S.D. Application #2024-0-042 be approved subject to a reduction in parcel size as stipulated in condition #3, and the further conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

With requiring a reduction in parcel size based on the circumstances and policy, it is the first subdivision from the ¼-section and otherwise meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The single-parcel subdivision policies are within LUB No. 24-007 that allow one subdivision per ¼-section on agricultural zoned land, which the proposal complies with.
- LUB No. 24-007 criteria stipulate a maximum 10.0-acre parcel size to capture existing improvements (thus the 11.32-acres is not in compliance and would require a waiver).
- The subdivision policies stipulate that the parcel must not include any cultivated farmland, pastureland used for grazing of animals or lands suitable for agricultural production unless included within a shelterbelt and/or physically defined area, and that fencing alone, along with corrals and animal shelters, shall not constitute a physically defined area.

- The parcel is within the plan area of the IDP with the MD of Willow Creek and is found to conform to the IDP policies which allow for a first parcel out subdivision.

BACKGROUND INFORMATION:

Located 8-miles west of the Village of Barons on the boundary with the MD of Willow Creek, and to the immediate northside of Highway 520. The proposal is to subdivide a long established farmyard area and separate it from the agricultural land in the ¼-section.

The developed yard area contains multiple improvements including a dwelling, older farmhouse, garage, multiple barns, sheds, fencing and there are tree shelter belts on both the north and south sides of the main yard area. The proposal also includes approximately 3-to-3.5 acres of undeveloped pasture area on the east side. Water is provided by an onsite well and sewage is managed by an individual septic field system south of the newer dwelling. Main access is provided from Highway 520 to the south as well as an approach to the west road allowance which is not fully developed. The agricultural land also has a separate access to Highway 520 that connects through the east pasture portion. There are no abandoned gas wells or CFOs located in proximity.

Overall, the proposal conforms to LUB No. 24-007 as the first subdivision from the ¼-section, but it exceeds the 10.0-acre size maximum. The pasture area is undeveloped agricultural land and does not meet the criteria for inclusion. The remnant agricultural parcel size does exceed the required 70-acres minimum.

The application was circulated to required external agencies and no easements were requested. Alberta Transportation has no concerns and authorized that the Subdivision Authority may grant an approval. The province identifies that there may be potential historical resources (HRV 5a), but the Administrator stated that Historic Resources Clearance is not required. The MD of Willow Creek has no comments. An adjacent landowner submitted an objection to the east pasture area and second highway access being included in the subdivided lot.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could grant the waiver and approve the subdivision at 11.32-acres.

Pros:

- there are no advantages to the County to allowing a larger parcel size.

Cons:

- an approval of an 11.32-acre parcel will result in agricultural pastureland being removed from the agricultural title; and additionally, may create a public impression that the County would approve similar type applications (i.e., larger sizes) that come forward.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:

- Inform
 Consult
 Involve
 Collaborate
 Empower

ATTACHMENTS:

- [5A Lethbridge County 2024-0-042 Approval Diagrams 2024-0-042](#)

[2024-0-042 Parcel Size Reduction diagram](#)

RESOLUTION

2024-0-042

Lethbridge County **Country Residential** subdivision of SW1/4 30-12-24-W4M

THAT the Country Residential subdivision of SW1/4 30-12-24-W4M (Certificate of Title No. 241 017 139 +1), to subdivide a 11.32-acre (4.58 ha) first parcel out subdivision from a title of 158.06 acres (63.97 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the approved subdivision parcel be reduced in size to not exceed 8.0 acres, sufficient to encompass buildings and improvements in the main yard by eliminating the east pasture portion and the east access to Highway 520 that shall remain with the remnant agricultural parcel, which shall be illustrated on the final surveyed plan as prepared by the Alberta Land Surveyor.
4. That the applicant provides a final Plan of Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision with the conditions imposed is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. As a first parcel out subdivision this application is eligible for subdivision consideration, but the Subdivision Authority has determined the applied for yard size is not in compliance with the subdivision criteria of the bylaw as it exceeds the 10-acre maximum and has thereby reduced the approved parcel size.
4. The Subdivision Authority has determined the subdivision policies stipulate that the parcel must not include any cultivated farmland, pasture land used for grazing of animals or lands suitable for agricultural production unless included within a shelterbelt and/or physically defined area, and that fencing alone, along with corrals and animal shelters, shall not constitute a physically defined area.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

2024-0-042
Page 1 of 3

- (d) In reference to the above, the MD of Willow Creek No. 26 has reviewed the Notice of Application for Subdivision of Land and have no comments.

The M.D. of Willow Creek wish to thank you for the referral and the opportunity to comment. If you any questions, please call (403) 625-3351, extension 235 or via email at chisholm@mdwillowcreek.com.

- (e) TELUS has no concerns.
- (f) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (g) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:

“In response to the request for comment on the above noted subdivision, we have reviewed the provided information and wish to provide the following comments:

- Alberta Health Services does not object to this subdivision provided all other pertinent bylaws, regulations and standards are complied with.”

- (h) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 520

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

The requirements of Section 19 of the Regulation are not met. Given this, the proposal is in accordance with Section 18(b) of the regulation, the classification of the highway is a minor two-lane and the remnant lands will remain to be an agricultural tract. Moreover, existing development on the mature farmstead would at this juncture make any meaningful paralleling service road alignment impractical and/or redundant. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information.”

(i) Historical Resources – Barry Newton, Land Use Planner:

“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”

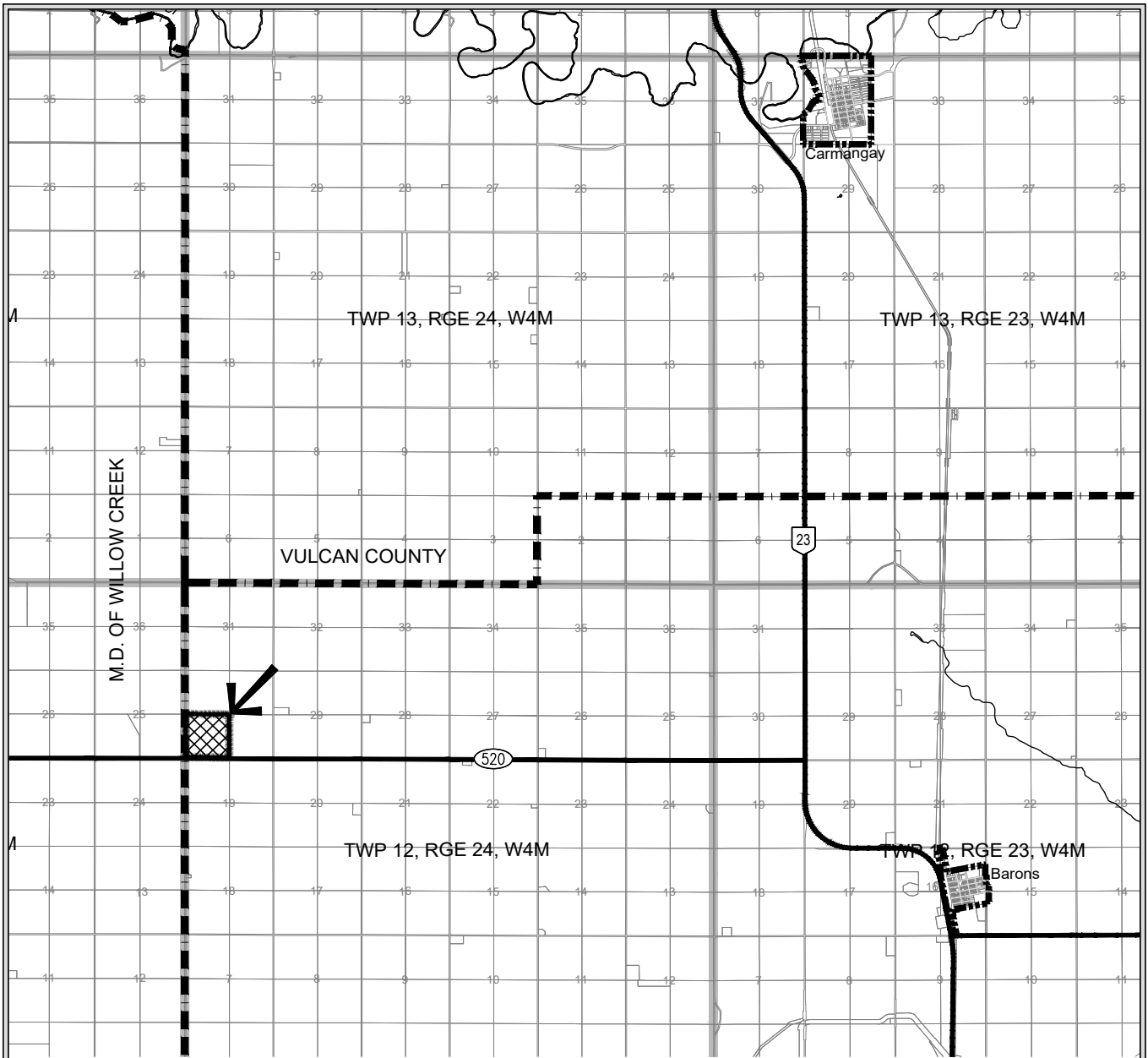
(j) Comments from Earl Hemmaway:

“We have no problem with a subdivision, but feel it should remain within the 10 acres. If you grant the pasture to the east, you are taking away the access on the top of the hill off highway 520. If these quarters are sold separate, this is the only access off highway 520.”

MOVER

REEVE

DATE

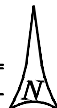


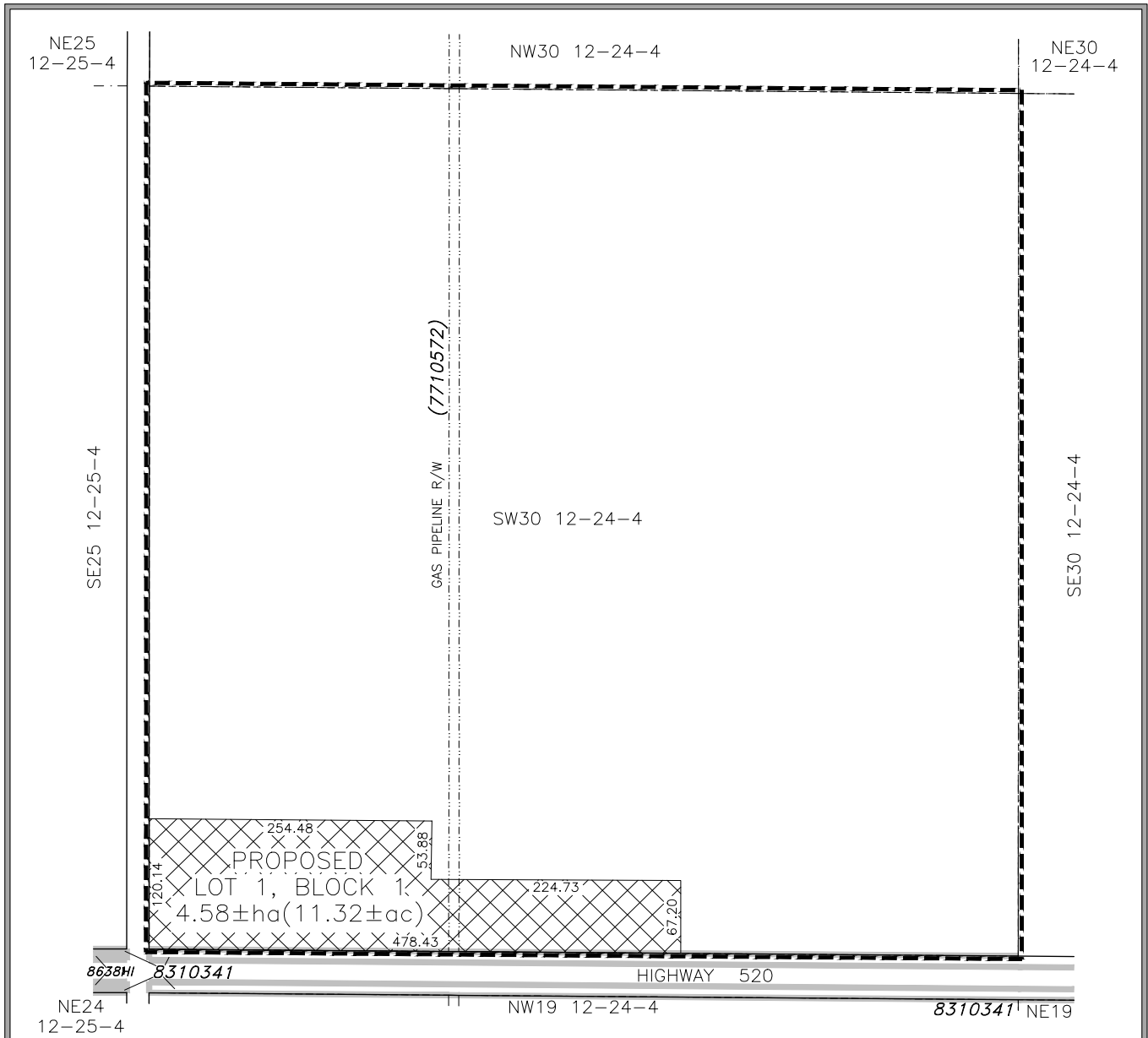
SUBDIVISION LOCATION SKETCH
 SW 1/4 SEC 30, TWP 12, RGE 24, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: MARCH 11, 2024
 FILE No: 2024-0-042

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3102 10th AVENUE NORTH, LETHBRIDGE, AB T1N 1S6
 NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



March 12, 2024 N:\Subdivision\2024\2024-0-042.dwg





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16281T

SW 1/4 SEC 30, TWP 12, RGE 24, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MARCH 11, 2024

FILE No: 2024-0-042



March 12, 2024 N:\Subdivision\2024\2024-0-042.dwg





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16281T

SW 1/4 SEC 30, TWP 12, RGE 24, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MARCH 11, 2024

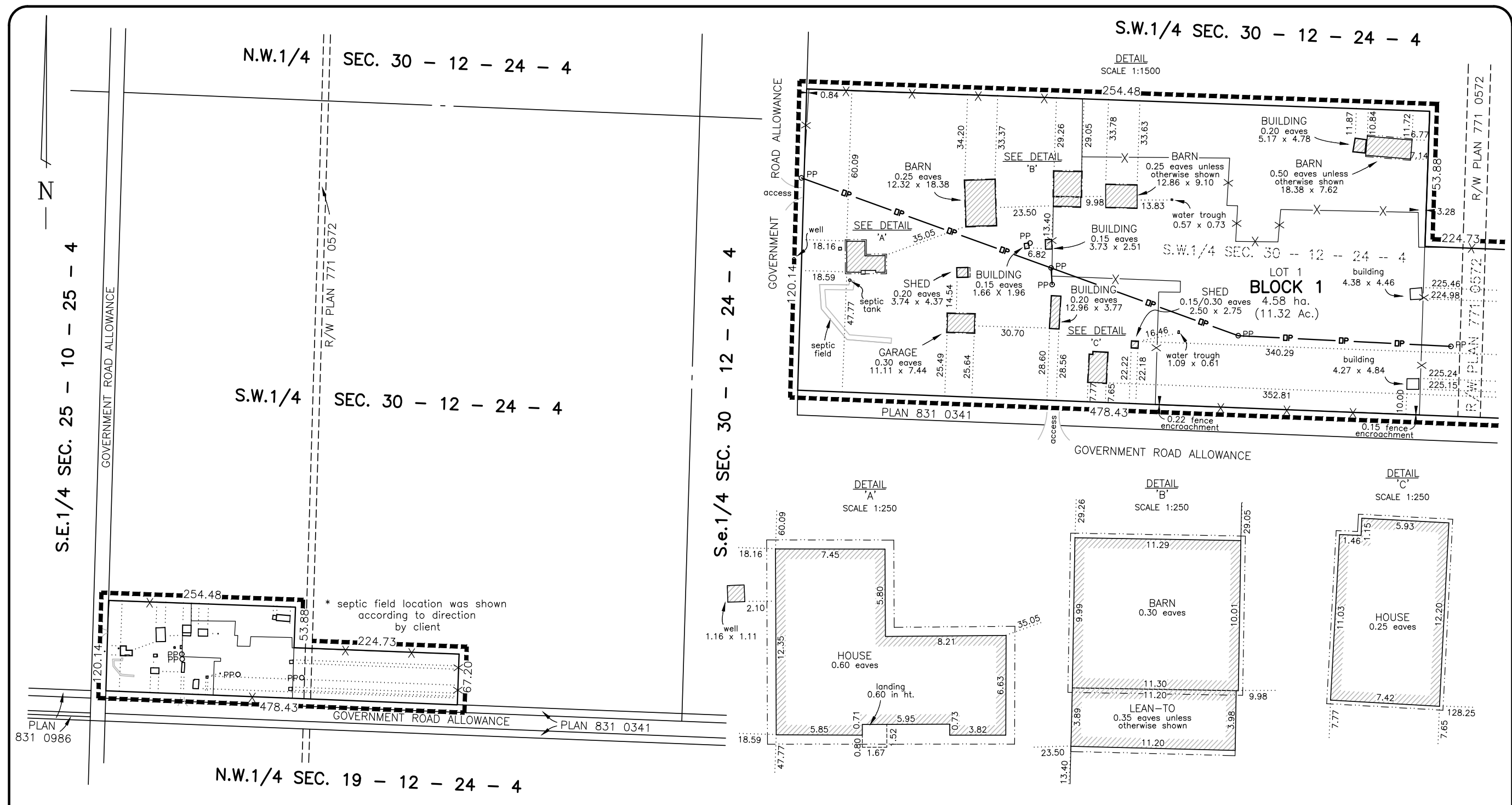
FILE No: 2024-0-042



March 12, 2024 N:\Subdivision\2024\2024-0-042.dwg



AERIAL PHOTO DATE: 2018



| NO. | REVISION | DATE | BY |
|-----|----------|------|----|
| | | | |

NOTE : Portion to be approved is outlined thus **-----** and contains approximately 4.58 ha. Distances are in metres and decimal parts thereof. Distances and areas are approximate and are subject to change upon final survey.

ESTATE OF MARGUERITE DIXON

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
S.W.1/4 SEC. 30, TWP. 12, RGE. 24, W.4 M.

Lethbridge County

brown okamura & associates ltd.
Professional Surveyors
2830 - 12 Avenue North, Lethbridge, Alberta

| | | |
|----------------------|-------------|----------------|
| APPROVED | DRAWN BB | DATE FEB 26/24 |
| | CHECKED ZJP | JOB 24-16281 |
| | SCALE | DRAWING |
| Z.J. Prosper, A.L.S. | 1:5000 | 24-16281T |

2024-0-042

Country Residential subdivision of SW1/4 30-12-24-W4M (Certificate of Title No. 241 017 139 +1)

Resolution Recommendation to Subdivision Authority

**Condition #3
Parcel Size Reduction**



AGENDA ITEM REPORT



Title: Subdivision Application #2024-0-044 – Plausteiner
- Block 2, Plan 9913246 within SW1/4 32-8-20-W4M

Meeting: Council Meeting - 02 May 2024

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

| | |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development | Approved - 18 Apr 2024 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 22 Apr 2024 |
| Cole Beck, Chief Administrative Officer | Approved - 22 Apr 2024 |

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This application is to create a 14.19-acre parcel from an agricultural title of 136.30-acres for country residential use. The proposal does not meet all the subdivision criteria and policies of the Land Use Bylaw and would require a size waiver.

RECOMMENDATION:

That S.D. Application #2024-0-044 be approved as per Condition #3 and that the parcel be reduced in size to not exceed 6.10 acres, sufficient to encompass buildings and improvements in the main yard by eliminating the south 8.09 acre pasture, and subject to the conditions and reasons as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The subdivision size as proposed is not deemed suitable and does not meet the municipal subdivision policies and criteria as stated in the Land Use Bylaw as it would require a waiver.

PREVIOUS COUNCIL DIRECTION / POLICY:

- As a country residential subdivision from a title of land designated as Rural Agriculture, the application may be considered if the criteria of LUB No. 24-007 are met.
- An approval would require a waiver, as the 14.19-acre size exceeds the maximum 10-acres for county residential use and includes agricultural (pasture) land.
- LUB No. 24-007 subdivision policies stipulate that the area of the proposed lot is to be as small as possible in order to conserve agricultural land and shall not include any cultivated farmland, pasture land used for grazing of animals or lands suitable for agricultural production unless

included within a shelterbelt and/or physically defined area, and that fencing alone, along with corrals and animal shelters, shall not constitute a physically defined area.

- The policies state that for any proposal that exceeds the maximum parcel size, the Subdivision Authority may exclude any feature or improvement not necessary for the habitation of the proposed subdivision.
- An adjacent six lot subdivision to the south was designated as Grouped Country Residential in 1998 to allow multi-lot acreages.

BACKGROUND INFORMATION:

Located 1½-miles southwest of the Town of Coaldale, half a mile south of Highway 512. The proposal is to subdivide a residential yard along with some pasture agricultural land.

The ¼-section contains a six lot subdivision zoned Grouped Country Residential (GCR) on the west perimeter, south of this proposal. This separate yard may be considered as a title being subdivided from land designated as Rural Agriculture (RA). The yard contains a dwelling, garage, large barn, animal shelter, and a dugout. The proposal includes a fenced pasture area (approx. 8.0-acres+/-) to the south of the main yard area. Access to the yard is provided from the west road allowance. The remnant east agricultural land uses an access on the north side of the yard that partially encroaches over the ¼-section line with the neighbor. As part of this application a new 10m wide access at the south end of the subdivision is proposed, situated between the acreage/pasture title and the south GCR land, to provide an alternative means of access to the resulting agricultural title. This strip of land will form part of the agricultural title. There are no abandoned gas wells or CFOs located in proximity. There are no potential provincial historical resources identified for the land or area.

The merit of the 14.19-acre size must be considered as it exceeds the 10-acre maximum, and it includes 8.0-acres of fenced pasture area that the applicant desires for horses. The policies stipulate that the parcel *must not include any pastureland used for grazing of animals or lands suitable for agricultural production and that fencing alone shall not constitute a physically defined area*. The pasture area also falls under the irrigation pivot and is irrigated land. The SMRID indicated the application as proposed cannot be accommodated regarding the irrigable acres. The applicant at one time applied to rezone the parent 136.30-acre title to GCR, but the proposal was refused by previous Council. This is noted as the subdivision policies allow for a parcel 20-acres or less in size to be eligible to be resplit into two titles as an additional subdivision. This may be taken into consideration in determining suitability of the 14.19-acre size, as allowing it may set it up for future subdivision proposals. The remainder agricultural title exceeds the bylaw's minimum agricultural size.

The applicant was advised that the proposal does not comply with the bylaw's subdivision policies, but they are requesting the Subdivision Authority grant a waiver. The application was circulated to the required external agencies with TELUS requesting an easement. SMRID replied it needs direction on what is happening with the irrigation rights prior to subdivision approval as there are 136.3 acres on the lands and the new agricultural parcel size will be 122.11 acres. There is not enough land base on the current parcel size that is 136.3 acres. Objections have been received on the subdivision proposal from two immediately adjacent neighbors who are opposed and have concerns with the size of the proposed parcel, additional subdivision, etc., (refer to Informative on draft Resolution).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority has two alternatives: it could grant the waiver and approve as applied for, or alternatively refuse with reasons to approve the subdivision altogether if it is deemed not to be suitable.

Pros:

- not a benefit to the County but approving a waiver would support the applicant's desired land holdings; while a refusal would indicate that additional subdivision is not deemed to be suitable for the 1/4-section.

Cons:

- an approval to allow the 14.19-acre title would include agricultural (pasture) land in the parcel and may create a public impression that the County would approve similar type applications that may come forward. An outright refusal would likely be appealed.

FINANCIAL IMPACT:

None direct. However, if approving any subdivision, the 10% Municipal Reserve cash payment is applicable and shall be provided on the final parcel area of land as approved (MR value evaluation not available at time of agenda report preparation).

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

- [5A Lethbridge County 2024-0-044 Approval Diagrams 2024-0-044](#)
- [2024-0-044 Parcel Size Reduction diagram](#)

RESOLUTION

2024-0-044

Lethbridge County

Country Residential subdivision of Block 2, Plan 9913246 within SW1/4 32-8-20-W4M

THAT the Country Residential subdivision of Block 2, Plan 9913246 within SW1/4 32-8-20-W4M (Certificate of Title No. 151 005 589), to create a 14.19-acre (5.74 ha) parcel from a subdivided agricultural title of 136.30 acres (55.16 ha) for country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the approved _____ acres at the market value of \$ _____ per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the approved subdivision parcel be reduced in size to not exceed 6.10 acres in size, sufficient to encompass buildings and improvements in the main yard by eliminating the south 8.09 acre pasture portion that shall remain with the remnant agricultural parcel, which shall be illustrated on the final surveyed plan as prepared by the Alberta Land Surveyor.
4. That the applicant provides a final Plan of Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved by the Subdivision Authority.
5. That the easement(s) as required by TELUS shall be established prior to finalization.

REASONS:

1. The proposed subdivision is deemed consistent with the South Saskatchewan Regional Plan and with both the Municipal Development Plan and Land Use Bylaw if the undeveloped pasture land remains with the agricultural title.
2. The Subdivision Authority is satisfied that the proposed subdivision with the conditions imposed is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. As a country residential subdivision from a title of land designated as Rural Agriculture, the application is eligible for subdivision consideration if the criteria of the land use bylaw are met.
4. The Subdivision Authority is not prepared to grant a size waiver, as the County subdivision policies stipulate that the parcel *must not include any cultivated farmland, pasture land used for grazing of animals or lands suitable for agricultural production unless included within a shelterbelt and/or physically defined area, and that fencing alone, along with corrals and animal shelters, shall not constitute a physically defined area.* In respect of this, the Subdivision Authority has conditionally approved the application on the condition the parcel size be reduced to the developed yard portion only sufficient to encapsulate improvements and the pasture land must be removed.
5. Objections and concerns have been received on the subdivision proposal, and the Subdivision Authority is satisfied that the conditions imposed will adequately address the concerns raised with regard to the suitability of the parcel size and removal of agricultural land from the agricultural title.

2024-0-044
Page 1 of 6

INFORMATIVE:

- (a) The payment of 10% Municipal Reserve is applicable on the parcel pursuant to Section 663 of the MGA and shall be provided as a cash-in-lieu payment to the County on the parcel acreage area of land as approved.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) TELUS Communications Inc. will require a utility right of way in order to provide service to the new proposed Lot 1 and the remainder of Lot 2.

Please have TELUS' requirement added as a condition of approval and have the applicant contact rightofwayAB@telus.com to initiate a TELUS Utility Right of Way Agreement.

- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (f) In reference to the above request, please be advised of ATCO Gas' response and notify the landowner of the following:

- ATCO Gas has no objection
- ATCO Gas' existing and future lines are protected by an existing Utility Right of Way

ATCO Gas would also like to make the MD/County and Landowner/Developer aware of the following:

- If conducting any ground disturbance on the subject property, the landowner/developer must ensure the location of all utilities by contacting Utility Safety Partners at 1-800-242-3447 or <https://utility-safety.ca/>
- For any ground disturbance within 30m of an existing gas line please contact Crossings@atcogas.com to obtain permission (submit locate slip as back up)
- ATCO Gas requires a minimum of 6 months' notice to design and construct a new gas line, or alter an existing gas line. New Service installations, pipeline alterations, and Main extensions will be performed at the landowner/developers expense.
- If the landowner requires a single gas service please visit <https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html>

Any further questions please email southlandadmin@atco.com.

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

- (h) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:

"In response to the request for comment on the above noted subdivision, we have reviewed the provided information and wish to provide the following comments:

- Alberta Health Services does not object to this subdivision provided all other pertinent bylaws, regulations and standards are complied with."

- (i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 512, 4X Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.

FOR INFORMATION PURPOSES ONLY

Lethbridge County should consider collecting an off-site levy for highway intersection improvements when required.

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information.”

- (j) Comments from Johannes Geers:

“I would like to comment on the above application for subdivision and recommend AGAINST approval of the application and the embedded request for waivers. My property and rural residence are directly south and adjacent to the proposed parcel.

The application is contrary to the regulations and spirit of the County of Lethbridge Land Use Bylaws.

My initial concern is that the request is creating a parcel or over 14 acres which is much greater than that required for a normal residential lot or country residential lot – he is requesting a waiver from the 10 acre maximum lot size that is proscribed in the land use bylaws. This lot size is excessive and not reasonable for a country residential lot – unless he is anticipating further subdividing the new parcel to provide multiple country residential lots for development – which leads to my second point. I do not support this waiver and request denial of the application.

The request for subdivision will create additional titles on the quarter section of land which is greater than the allowed limit – I understand that previous waivers have allowed the quarter section to already have 7 titles on land parcels however allowing this application will increase the titles to at least 8 and more would be expected if Plausteiners proceed with further development and subdivision of the parcel. I don't support this additional development and the expected consequences so I recommend denial of the application.

A major agricultural concern is that the proposed subdivision would be expected to remove a significant amount of land from irrigation as the existing pivot irrigation system would not be able to move past the new north west corner of the rectangle of land created by the request. Presently the pivot system is able to swing into the pasture land that is proposed to be part of the parcel of land and is therefore able to irrigate the land from the pivot point to the present fence line (that runs east-west) but the pivot will lose close to 70 degrees of arc. This will cause another 15 to 20 acres of land to be converted into dryland (from its present irrigated state) or will require a new lateral move irrigation system to be built to irrigate this land. This removes valuable irrigated agricultural land from production and is not supported by land use bylaws and therefore should provide additional rationale for denial of the application. It is also inherent in the application that an additional 10 acres of land will be removed from any agricultural production as this land will be merged into the base residential land as a new parcel and not be farmland. This should not be supported and the application for the new parcel should be denied.

The proposed application is suspected to be the initial maneuver in having the newly created subdivision/parcel of land subsequently subdivided into multiple acreage sites which would then be marketed for country acreages. This would unduly interfere with the amenities of our neighborhood and materially interfere with or affect the use or enjoyment or value of neighboring properties, particularly ours which adjoins the proposed subdivision. Our purchase and development of property was significantly influenced by the knowledge that the adjacent property was farmland/irrigation property and not able to be developed (per existing land use bylaws) in the reasonable future so approving the requested application contravenes this understanding.

The farmland in question is also noted to have a high water table which requires extensive amendments to any foundation constructed on this land as well as modification of sewage systems as an in ground field is not an option. This makes development of residential properties difficult and increases the cost significantly. My property required over 50 screw piles to stabilize the house structure which significantly increased the cost of building and if this fact had been known previously, would have likely affected my decision to purchase and build on this property. This concern does significantly affect the wisdom of developing any properties on this parcel and is an additional factor in denying this application for subdivision (see Part 1, paragraph 20 of the Lethbridge County Land Use Bylaws.

There are multiple reasons why this application should be denied and no waivers considered. Please contact me if you have any questions or concerns about my points.”

(k) Comments from Desperado Flats Inc./Brenda Bezooyen:

“I, Brenda Bezooyen, am writing to voice my opposition to this subdivision application. I am the owner of the land that is adjacent to this quarter of farmland. My farmland touches the east side of this property, my land location is SE 32 8 20 W4M.

First, I am an advocate for keeping farmland farmland. Farmland is a limited quantity and a valuable resource/asset to the Lethbridge County, community and to all the farmer trying to farm out there. I feel this quarter of farmland has already used up its right to subdivide. Actually, it has more than surpassed its rights for subdividing, by getting the previously 6 subdivisions done.

Second, if this subdivision application was approved as is, that within a short period of time the applicant is going to be asking for a split of this 14 acre lot. From what I have heard, he/she would be allowed to split it again. So now we are talking about two acreages. That would make a total of 8 subdivisions on one quarter of land.

This large number of acreages in one area creates lots of problems. Problems like traffic, dust, drainage problems, sewer field problems and garbage problems. There was never a proper assessment done for traffic/roads, for retention ponds, for soil testing for field systems and anything else that I might have missed.

Third, access to the field is limited. This is a good driveway if you drive a Tesla. This access is supposed to be for farming access. This design does not allow large farm trucks to enter/exit field, much too narrow. This driveway/road needs to have drainage, where is the room to put ditches (drainage) on both sides of the road. Winter how to do snow removal on such a narrow piece of land,

2024-0-044
Page 4 of 6

thus limiting access. What would happen if acreages on both sides of the of road put up a fence, how much snow would get stuck in there. The absolute minimum amount of room was given for this driveway. Just imagine a 60 ft seed drill and tank entering, imagine a 53 ft potato truck and trailer turning in here. Farm equipment is not getting any smaller.

Last, the complaints we as farmers get from acreage owners. This is a big issue! Farmers are not allowed to do regular and good farming practices because of acreage owners lack of understanding of farming. Who was here first the farmers or the acreage owners?

What I am requesting is that this application gets totally denied in all aspects.

Thank you for taking the time to consider my request. Please contact me by email or phone if you have any questions."

(l) Comments from Bruce Plausteiner (Applicant):

"I am forwarding information regarding the pasture area in this subdivision proposal 2024-0-044 that I would like to have forwarded to council members prior to the scheduled meeting of May 2nd. It will hopefully help them with their decision regarding the subdivision.

A physical description of the pasture land is as follows:

- The total amount of pasture land in question is a total of 8 acres, of which, contains a large two to three acre low spot that is underwater every spring/ summer, making it inaccessible and unproductive for farming.
- Of the remaining 5 acres, an access road would still need to be put in due to the existing road not being completely apart of the existing land parcel.
- There is a large area to the east that is also non-usable due to the neighbour pumping ground water during construction which has left it infertile soil.
- There is also an equine lean-to with a 8 foot shelter fence surrounding the lean-to in the pasture.
- The pasture also has an above ground 3 inch waterline turnout and underground water line leading to a sprinkler head on the north end of the pasture for watering the tree line.
- There is also an existing fence line along the entire pasture separating it from the agricultural land.
- The homestead contains a horse barn with the capacity of 6-8 horses. With that many horses the homestead needs the pasture land in question for grazing to sustain that number of horses.

When all factors are considered, actual accessible farm land may be a little as 1 acre. As a result, it would be unreasonable and inefficient to have this pasture area as part of the agricultural land rather than keeping it as part of the homestead and using it for what it is intended for; a grazing pasture for horses.

Thank you for considering these factors in your decision for this subdivision request."

(m) The St. Mary River Irrigation District (SMRID) has reviewed this application, if the subdivision is approved, the District has the following comments.

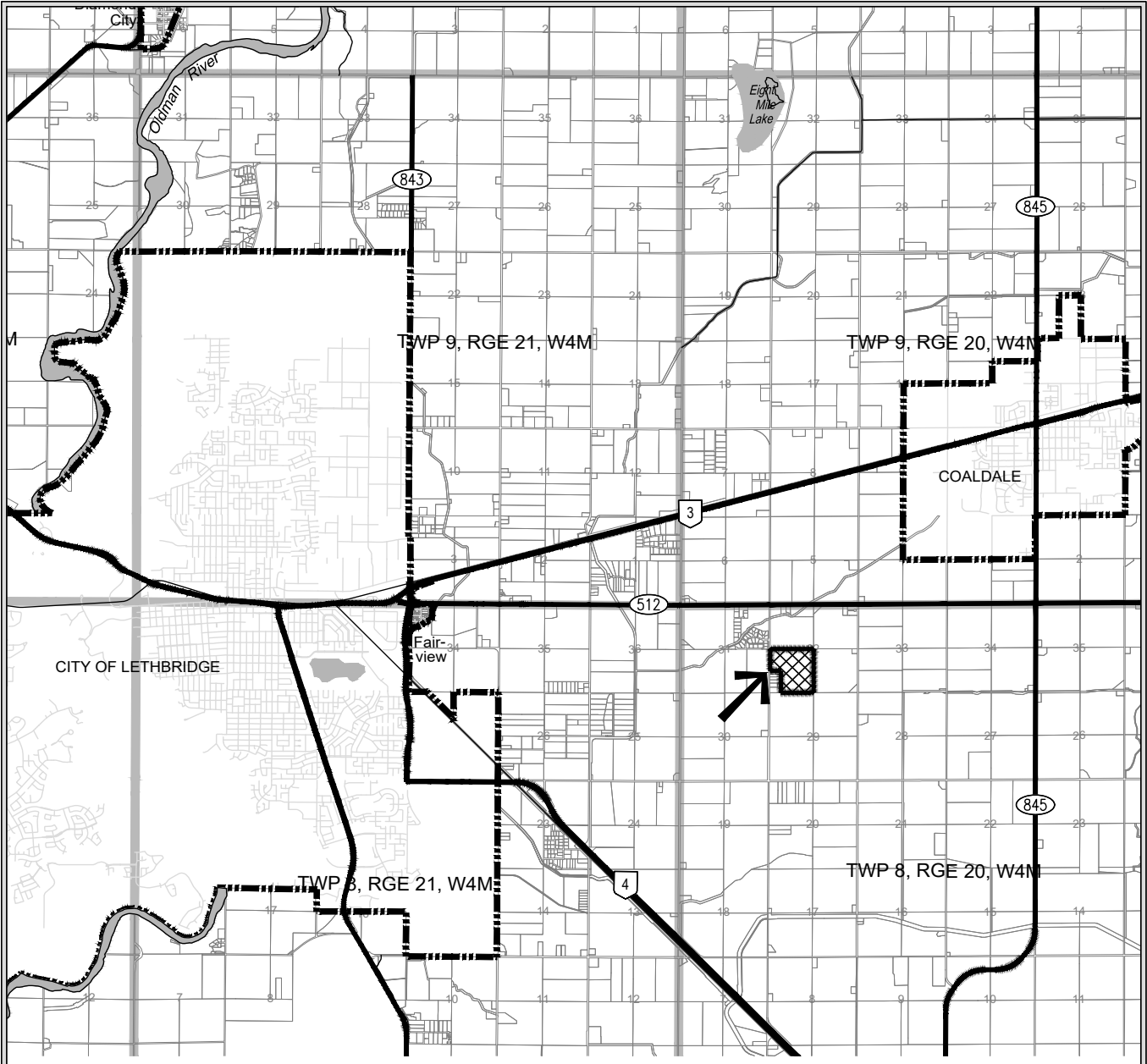
- SMRID will need direction on what is happening with the irrigation rights prior to subdivision approval. There are 136.3 acres on the lands and the new agricultural parcel size will be 122.11 acres. There is not enough land base on the current parcel size that is 136.3 acres.
- If keeping agriculture acres on the new parcel being subdivided, the lands will need to form an irrigable unit with the main parcel. If 122 acres are left on the agriculture parcel, then 14.3 acres will need to be on the new parcel that is being subdivided however there is insufficient land base for that.
- The district is suggesting a meeting should be schedule with the applicant to find out what they would like to do with their irrigation acres.

A fee of \$250.00 plus G.S.T. is due upon receipt of the invoice for consideration of the subdivision application by the District.

MOVER

REEVE

DATE

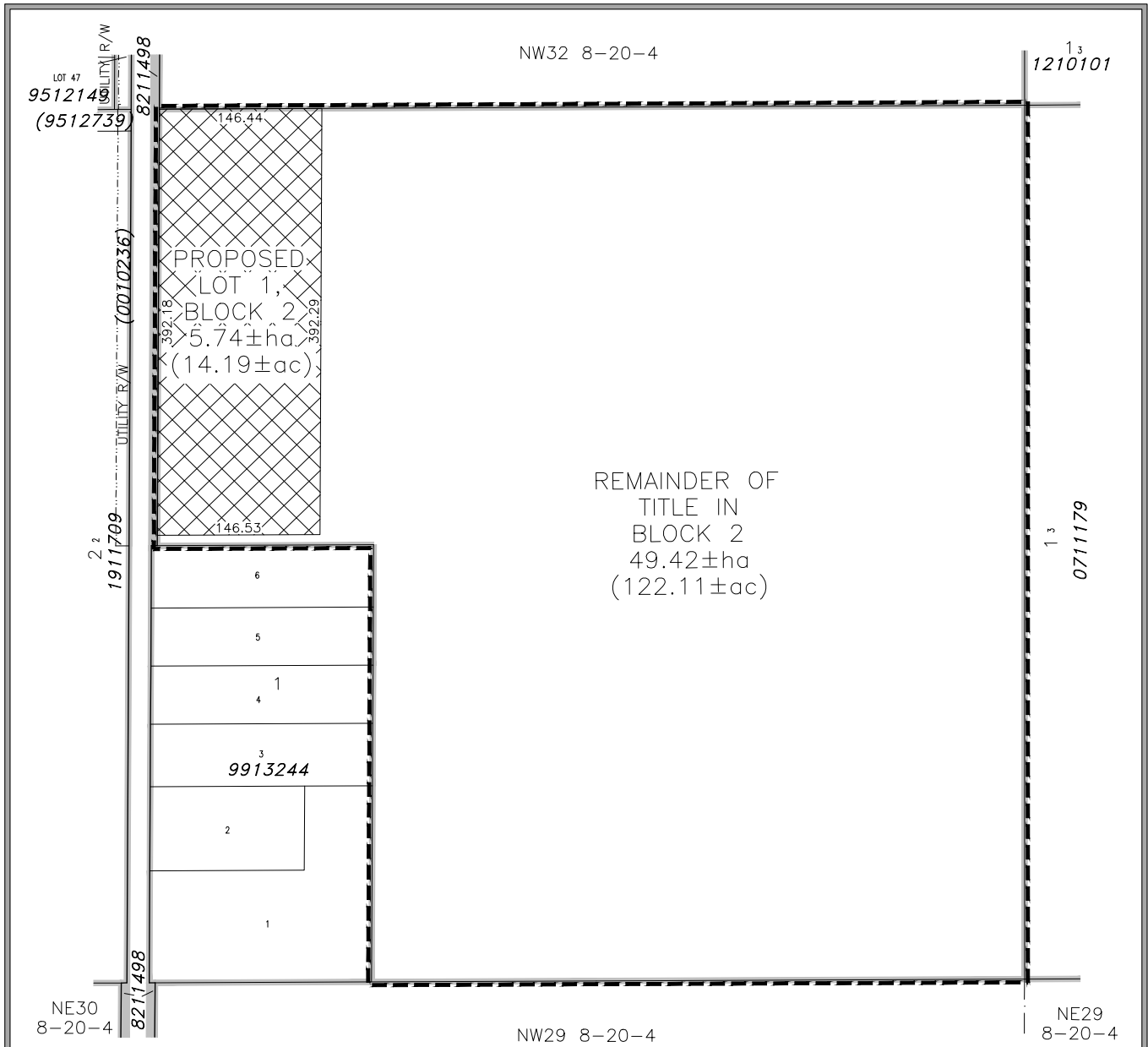


SUBDIVISION LOCATION SKETCH
BLOCK 2, PLAN 9913246 WITHIN
SW 1/4 SEC 32, TWP 8, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MARCH 18, 2024
FILE No: 2024-0-044

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3102 16th AVENUE NORTH, LETHBRIDGE, AB T1V 2E6
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



March 18, 2024 N:\Subdivision\2024\2024-0-044.dwg



SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 21-15539T

**BLOCK 2, PLAN 9913246 WITHIN
SW 1/4 SEC 32, TWP 8, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MARCH 18, 2024
FILE No: 2024-0-044**



March 18, 2024 N:\Subdivision\2024\2024-0-044.dwg



SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 21-15539T

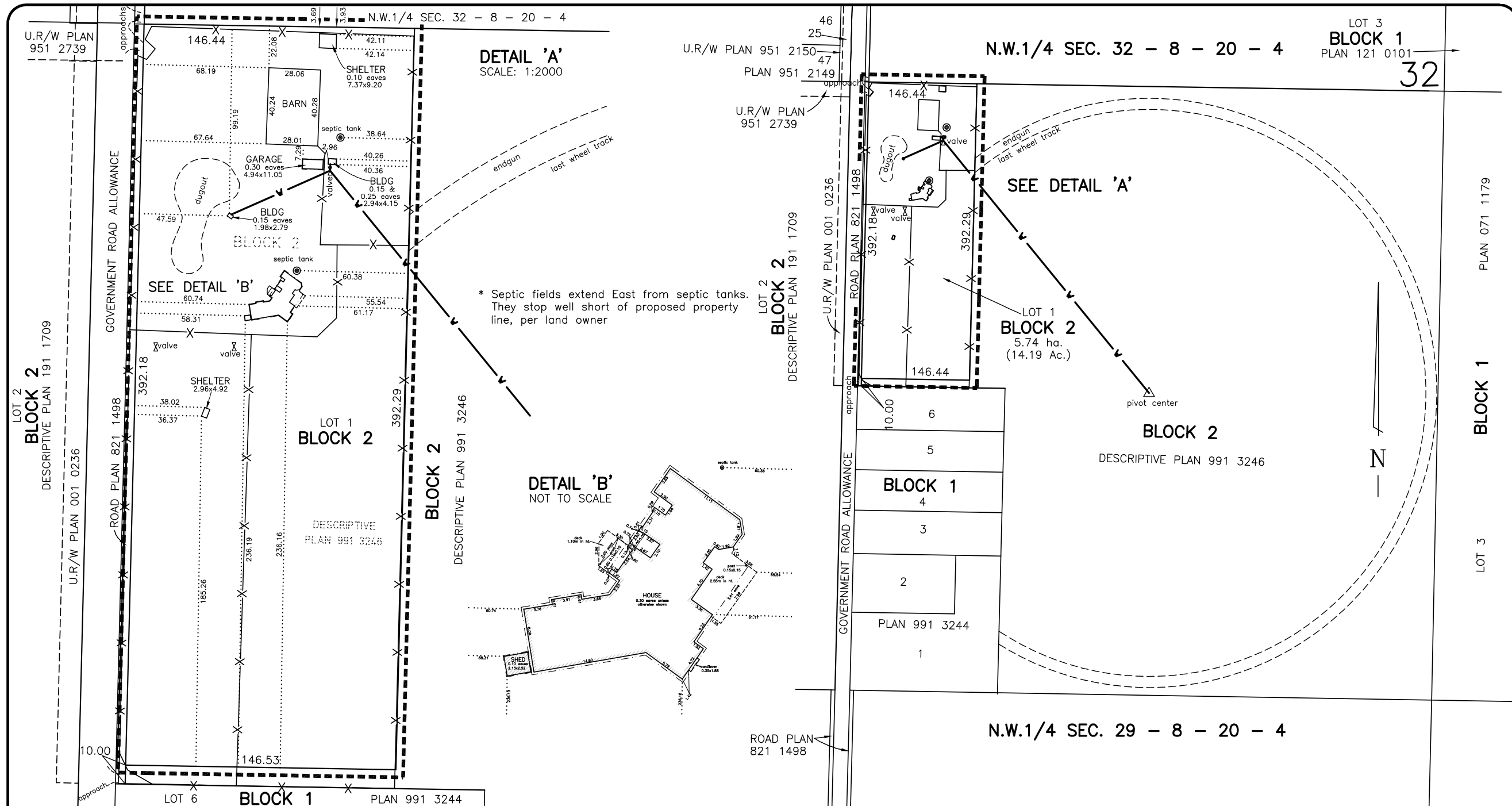
**BLOCK 2, PLAN 9913246 WITHIN
 SW 1/4 SEC 32, TWP 8, RGE 20, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: MARCH 18, 2024
 FILE No: 2024-0-044**



March 18, 2024 N:\Subdivision\2024\2024-0-044.dwg



AERIAL PHOTO DATE: 2018



| | | | |
|-----|-----------------------|------------|-----|
| 2 | Added additional info | Mar. 12/24 | CJB |
| 1 | Changed to one Lot | Jan. 31/24 | CJB |
| NO. | REVISION | DATE | BY |

Improvements shown were surveyed on January 5th, 2022 & February 21st, 2024
 NOTE : Portion to be approved is outlined thus **-----**
 and contains 5.74 ha.
 Distances are in metres and decimal parts thereof.

Fence lines are shown thus **—X—X—**
 Distances and areas are approximate and are subject to change upon final survey.

BRUCE PLAUSTEINER

TENTATIVE PLAN SHOWING SUBDIVISION
 of part of
BLOCK 2; DESCRIPTIVE PLAN 991 3246
 all within
 S.W.1/4 SEC. 32; TWP. 8; RGE. 20; W.4 M.
 LETHBRIDGE COUNTY

boa brown okamura & associates ltd.
 Professional Surveyors
 2830 - 12th Avenue North, Lethbridge, Alberta

| | | |
|--------------------------------------|--------------|-------------------|
| APPROVED T. C. Penner, A.L.S. | DRAWN CJB | DATE JAN. 7/22 |
| | CHECKED TCP | JOB 21-15539 |
| | SCALE 1:5000 | DRAWING 21-15539T |

2024-0-044

Country Residential subdivision of Block 2, Plan 9913246 within SW1/4 32-8-20-W4M (Certificate of Title No. 151 005 589)

Resolution Recommendation to Subdivision Authority

**Condition #3
Parcel Size Reduction**



AGENDA ITEM REPORT



Title: Bylaw 23-019 - Road Closure, Sale and Consolidation- 2nd and 3rd Reading
Meeting: Council Meeting - 02 May 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 22 Apr 2024
Approved - 22 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to close a portion Township Road 10-0 east of Range Road 23-3.

RECOMMENDATION:

- That Bylaw 23-019 be read a 2nd time.
- That Bylaw 23-019 be read a 3rd time.

REASON(S) FOR RECOMMENDATION(S):

Bylaw 23-019 has received Ministerial approval.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Policy 109A - Road Allowance Closure and Sale approved by County Council on March 6, 2014 with revisions approved on November 5, 2020.
- The Public Hearing for Bylaw 23-019 was held on August 3, 2023

BACKGROUND INFORMATION:

An application has been made to close a portion of Township Road 10-0 directly east of Range Road 23-3 (as shown on the enclosed map). It has been determined that this road is no longer required as part of the Lethbridge County road network and the closure does not impact any other landowners.

If the road closure were successful, the road would be consolidated with the adjacent properties and all the titles will be consolidated onto one title.

The Minister of Alberta Transportation and Economic Corridors has approved the road closure and the bylaw can be read for a 2nd and 3rd time.

ALTERNATIVES / PROS / CONS:

County Council may choose to refuse 2nd reading of Bylaw 23-019.

Pros:

- None identified.

Cons:

- The County would forgo the sale revenue.
- The County would have to manage and maintain the road way.

FINANCIAL IMPACT:

The applicant will be required to pay the assessed land value of \$3,500 per acre. The total payable amount would be \$8,995.00.

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

- [Application - Bylaw 23-019](#)
- [Bylaw 23-019 - Map](#)
- [Bylaw 23-019 - Road Closure - Groenenboom](#)



LETHBRIDGE COUNTY
APPLICATION FOR ROAD CLOSURE

| OFFICE USE | | |
|---|-------------------------------|-------------------|
| Date of Application: <u>June 7, 2023</u> | Assigned Bylaw | No. <u>23-019</u> |
| Date Deemed Complete: | Application & Processing Fee: | \$ <u>1500.00</u> |
| | Assessed Value: | \$ |

APPLICANT INFORMATION

Name of Applicant: Groenenboom Farms Ltd.
Mailing Address: Box 976 Coalhurst **Phone:** 403-331-9999
Postal Code: T0L 0V0 **Email:** aaron@gboomfarms.ca

Name of Owner: _____
(if not the applicant)
Mailing Address: _____ **Phone:** _____

Postal Code: _____ **Email:** _____

ROAD CLOSURE INFORMATION

The applicant shall provide the following information:

- A map showing proposed road closure area and the applicant's property,
- Copy of the certificate of title(s) to which the road closure would be consolidated to,
- Legal Description of the proposed Road Closure (acceptable at the Land Titles Office) provided by a Surveyor,
- If there are other adjacent landowners provide written confirmation that they have been consulted with on the proposed road closure,
- Provide the reasons for the road closure request, and
- Application fee payment (See Schedule of Fees).

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application.

The applicant is responsible for all road closure costs including the road closure application fee, all costs associated with the Transfer of Land (surveying costs, transfer documents, registration, etc.), land purchase costs (based on the assessed value).



APPLICANT

June 1, 2023

DATE

*FOIP STATEMENT: Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected here will be used to by Lethbridge County for the purposes of reviewing the Road Closure application. **This form is a public record that is available to anyone.** All information contained on this form (including personal information) is disclosed by Lethbridge County to anyone requesting a copy in according with Lethbridge County Policy No. 173 (Freedom of Information and Protection of Privacy (FOIP)). For further information about the collection and use of this information please contact the Lethbridge County FOIP Coordinator at foip@lethcounty.ca or call (403) 328-5525 or come into the office #100, 905-4th Avenue South, Lethbridge Alberta, T1J 4E4.*

Note: Information provided or generated in this application may be considered at a public meeting.

Road Closure Agreement

In signing this letter I acknowledge that I have been made aware of the intent of Groenenboom Farms to apply for a road closure on NW-34-9-23-W4, which is directly east of my property that is situated on NE-33-9-23-W4. I don't have any concerns with the intentions to close the mentioned road.

Sincerely

Tim Groenenboom



Joe Groenenboom, Groenenboom Farms



Date: Feb 13/23





LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0022 029 862 4;23;9;34;NW 171 080 414 +15

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 23 TOWNSHIP 9
 SECTION 34
 QUARTER NORTH WEST
 CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
 EXCEPTING THEREOUT: 2.31 HECTARES (5.71 ACRES) MORE OR LESS
 DESCRIBED AS FOLLOWS: COMMENCING AT THE INTERSECTION OF THE
 EAST LIMIT OF PLAN 8411203 WITH THE SOUTH BOUNDARY OF SAID
 QUARTER SECTION; THENCE EASTERLY ALONG THE SAID SOUTH BOUNDARY
 123.624 METRES; THENCE NORTHERLY AND AT RIGHT ANGLES THERETO
 TO A POINT ON THE SAID EAST LIMIT; THENCE SOUTHERLY THEREON
 TO THE POINT OF COMMENCEMENT
 EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 931 247 418 +2

| REGISTERED OWNER(S) | | | | |
|---------------------|------------|------------------|-------|----------------|
| REGISTRATION | DATE (DMY) | DOCUMENT TYPE | VALUE | CONSIDERATION |
| 171 080 414 | 18/04/2017 | TRANSFER OF LAND | | SEE INSTRUMENT |

OWNERS

GROENENBOOM FARMS LTD.
 OF P.O. BOX 976
 COALHURST
 ALBERTA T0L 0V0

ENCUMBRANCES, LIENS & INTERESTS

| REGISTRATION | DATE (D/M/Y) | PARTICULARS |
|--------------|--------------|-------------|
| 5615GA | 04/10/1949 | EASEMENT |

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

171 080 414 +15

REGISTRATION

| NUMBER | DATE (D/M/Y) | PARTICULARS |
|-------------|--------------|--|
| | | "SUBJECT TO, IN FAVOUR OF A PORTION OF THE MINERALS IN THE SW 1/4 34" |
| 1640KU | 08/10/1970 | UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. 320-17 AVE SW CALGARY ALBERTA T2S2V1 "NORTH 20 FT OF EAST 650 FT OF WEST 2085 FT" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 021161671) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 071353326) |
| 741 091 031 | 27/09/1974 | IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT |
| 781 128 029 | 11/08/1978 | UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. |
| 851 076 083 | 10/05/1985 | EASEMENT AS TO PORTION OR PLAN:8411203 "SUBJECT TO, IN FAVOUR OF PORTION OF SOUTH 1/2 OF 34 9 23 W4TH" |
| 931 241 453 | 29/09/1993 | WATER RESOURCES ACT CERTIFICATE OVER LSD 10 IN THE NE 34-9-23-W4M FOR BENEFIT OF S1/2 AND NW1/4 34-9-23-W4M |
| 151 096 128 | 15/04/2015 | UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD. |
| 171 080 415 | 18/04/2017 | MORTGAGE MORTGAGEE - ROYAL BANK OF CANADA. PERSONAL SERVICE CENTRE 10 YORK MILLS ROAD, 3RD FLOOR TORONTO ONTARIO M2P0A2 ORIGINAL PRINCIPAL AMOUNT: \$10,000,000 |
| 181 168 590 | 14/08/2018 | CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. 2821 18TH AVENUE NORTH LETHBRIDGE ALBERTA T1H6T5 AGENT - ALAN HARROLD (CONTINUED) |

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

171 080 414 +15

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

191 155 436 31/07/2019 MORTGAGE
MORTGAGEE - ROYAL BANK OF CANADA.
36 YORK MILLS RD, STE 400, 4 FLR
TORONTO
ONTARIO M2P0A4
ORIGINAL PRINCIPAL AMOUNT: \$30,000,000

TOTAL INSTRUMENTS: 010

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 30 DAY OF
JANUARY, 2023 AT 10:56 A.M.

ORDER NUMBER: 46371261

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

Road Closure Application Cover Letter

To whom it may concern,

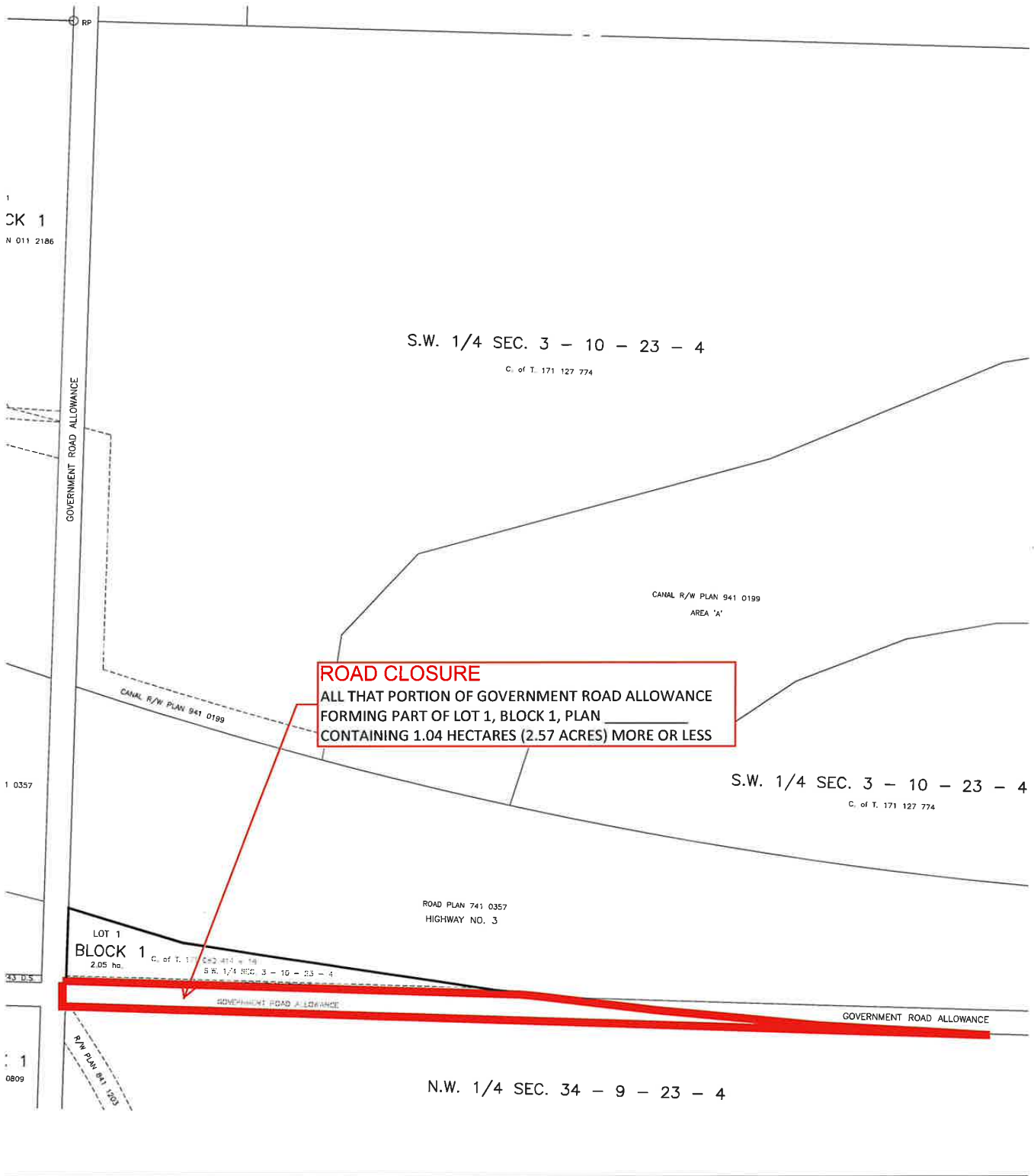
I am writing this cover letter to inform you of our application for a road closure. The road allowance runs on the north-west corner of NW-34-9-23-W4. The purpose for us seeking the road closure is that we are the current adjacent land owner on either side of the existing road allowance. The road allowance is an extension of Township Road 10-0. River Ridge Road runs to the north of the existing road allowance and we can not see there ever being any need to develop a road on the road allowance. In having the road closed it would repurpose the land into productive farm land and make access to our land on the north side of the road allowance easier.

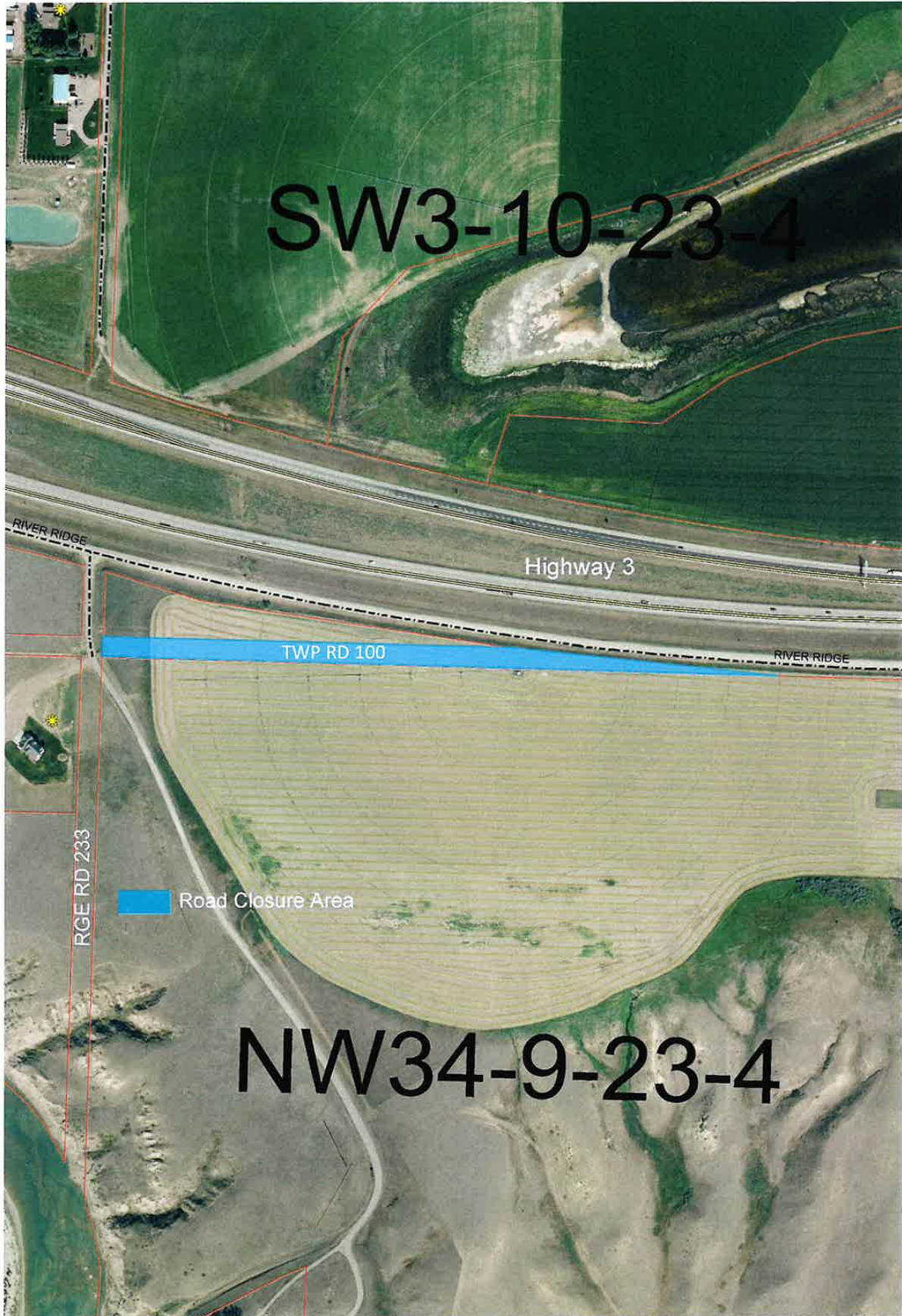
Thank-you



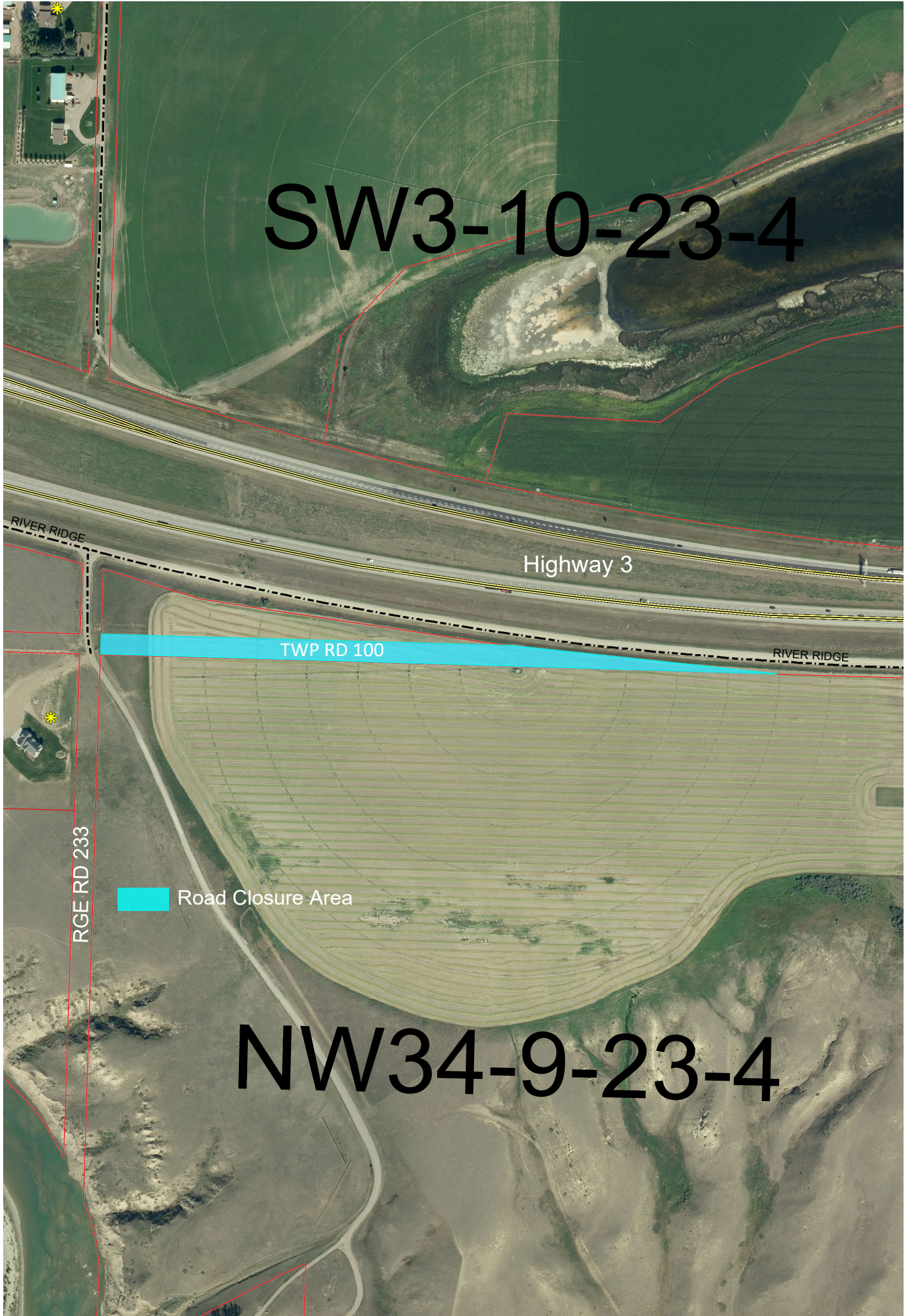
Aaron Groenenboom

Groenenboom Farms Ltd.





SW3-10-23-4



NW34-9-23-4

BYLAW NO. 23-019
OF LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

A BYLAW OF **LETHBRIDGE COUNTY** FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

WHEREAS, application has been made to Council to have the roadway closed, and;

WHEREAS, the Council of LETHBRIDGE COUNTY deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same and;

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and;

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw;

NOW THEREFORE BE IT RESOLVED that the Council of LETHBRIDGE COUNTY in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING PART OF LOT 1, BLOCK 1, PLAN _____

CONTAINING 1.04 HECTARES (2.57 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

GIVEN first reading this _____ day of _____, 2023.

Reeve

Chief Administrative Officer

Public Hearing held on _____

Forwarded to the Minister of Transportation on: _____

Approved this _____ day of _____, 20____

Minister of Transportation

GIVEN second reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20____.

Reeve

Chief Administrative Manager

AGENDA ITEM REPORT



Title: Planning and Development Department - 1st Quarter Report 2024
Meeting: Council Meeting - 02 May 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 22 Apr 2024
Approved - 22 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This is the 1st Quarter Report for the Planning and Development Department.

RECOMMENDATION:

That County Council receive this report for Information.

REASON(S) FOR RECOMMENDATION(S):

This report is strictly to inform County Council on the activities of the Planning and Development Department.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Planning and Development Department takes direction from the bylaws, policies, and strategic documents approved by County Council.

BACKGROUND INFORMATION:

Lethbridge County's Planning and Development Department takes direction from the Bylaws and guiding documents that have been approved by County Council including the Lethbridge County Municipal Development Plan, Intermunicipal Development Plans, Lethbridge County Land Use Bylaw, and Area Structure Plans. The Planning and Development Department manages the issuance of development permits, amendments and updates to the Land Use Bylaw, planning projects, intermunicipal relations and referrals, Road Closures and Licenses, land sales and leases and enforcement of the Land Use Bylaw, and the Community Peace Officer program.

In the 1st quarter of 2024, along with day to day duties, the following items were undertaken:

- Completed the Land Use Bylaw (Bylaw 24-007)

- Municipal Internship program - Interviews and preparation
- Attended and represented Lethbridge County at the Prominence Solar Project Alberta Utilities Commission Hearing (February 20-22)
- Received and reviewed a complaint against Community Peace Officer Entz - the complaint was deemed unfounded and filed with the Director of Law Enforcement

Development Authority

From January 1 to March 31, 2024, 62 development permit applications were received. This is a slight increase from 2023 when 59 development permit applications were submitted during the same period.

A total of 40 development permits were issued, 2 were refused, 1 was withdrawn, and 24 applications were under review in the 1st quarter of 2024. This includes 5 development permit applications made at the end of 2023. Of the permits that were issued, 16 were residential, 13 accessory (i.e. personal shops, sheds, garages, solar arrays), 6 commercial/industrial, 1 home occupation, 2 agriculture (farm shops, hay sheds), 1 sign, and 1 miscellaneous.

A total of 11 compliance letters were issued.

3 land use bylaw complaints were received and investigated.

Building Permits

Between January 1 and March 31 2024 the following safety codes permit applications were issued:

- 38 Building Permits
- 78 Electrical Permits
- 48 Gas
- 29 Plumbing
- 1 private septic disposal systems

Subdivision Applications

County Council acting as the Subdivision Authority approved 5 subdivisions from January 1 to March 31, 2024.

Subdivision and Development Appeal Board

There were no appeals of any subdivision approvals or development permits in the first quarter of 2024.

Intermunicipal Relations

- Lethbridge County and Town of Coalhurst Intermunicipal Committee Meeting (February 22, 2024)
- Lethbridge County and City of Lethbridge Intermunicipal Committee Meeting (February 28, 2024)

ALTERNATIVES / PROS / CONS:

Not Applicable

FINANCIAL IMPACT:

From January 1 to March 31 2024, the County received \$29,958.97 in revenue from Park Enterprises for the issuance of Safety Codes Permits. In the same period in 2023, the County received \$14,211.61 from the issuance of Safety Codes Permits.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

AGENDA ITEM REPORT



Title: Malloy Drain Phase 2B Funding Update
Meeting: Council Meeting - 02 May 2024
Department: Development & Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 22 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Malloy Drain Steering Committee met on April 17, 2024 to receive an update from the Technical Committee. This update included a few design parameters to be incorporated into the final report, and also included an additional \$2,000,000 in anticipated funding which was detailed in the Provincial Budget. No formal correspondence has been received at the time of writing this report, but the Steering Committee felt the project's listing in the budget was sufficient to proceed with this project. Based on this funding announcement, the Steering Committee voted to tender and construct Malloy Phase 2B in 2024 which includes the raw water reservoir redeployment and conveyance from the Cottonwood Pond, which was carried.

RECOMMENDATION:

County Council approve an additional \$260,000 in funds from the Public Works Project Reserve towards the project for a total County contribution of \$600,000.

REASON(S) FOR RECOMMENDATION(S):

To ensure we have matching contributions with Coaldale and SMRID, and to avoid any delays in tendering and constructing the project.

PREVIOUS COUNCIL DIRECTION / POLICY:

Councillor Hickey **MOVED** that Council approve the Reeve's signature on the letter of support to Minister Shultz, and to approve an additional \$260,000 in funds from the Public Works Project Reserve towards the project for a total of \$600,000, contingent on receiving an additional \$4,445,850 from the Province.

BACKGROUND INFORMATION:

The Steering Committee initially requested an additional \$4,445,850 from the Province in June of 2023 to offset cost escalations. This request was for the entirety of Phase 2B including the raw water reservoir redeployment, conveyance from the Cottonwood pond, and the construction of the South Coaldale Stormwater Management Facility (SWMF). In the Fall of 2023, this request was denied by the Minister. The Technical Committee revised the design to exclude the South Coaldale SWMF in the interim to help lower costs to the parties. The total anticipated costs for this project are estimated to be \$5,784,000 with grants covering \$4,222,320, resulting in each parties contributions at \$520,560. However, since the SMRID and Coaldale have obtained approvals for \$600,000 in funding, the County should carry the same amount. If unforeseen conditions arise during construction, this would give some flexibility in authorizing additional expenditures.

The County's current commitment to this project is \$340,000.

ALTERNATIVES / PROS / CONS:

ALT 1: Do not commit to any additional funding

PRO: This would maintain the County's current financial commitment

CON: This would delay and potentially cancel the project, and could strain the relationship between the three partners.

FINANCIAL IMPACT:

An additional \$260,000 funded from the Public Work Project Reserve. The remaining \$340,000 is currently in the budget, funded through MSI.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2024-capital-plan-details-by-ministry-MALLOY](#)

2024-27 Capital Plan

Details by Ministry



Published: February 29, 2024

| (\$ millions) | 2024-25 Estimate | 2025-26 Target | 2026-27 Target | 3-Year Total |
|--|---------------------|-------------------|-------------------|-----------------|
| Telus Spark – World Class Gallery Development (Calgary) | 4.0 | 2.3 | - | 6.3 |
| Winspear Centre's Phase 3 (Edmonton) | - | 4.3 | 4.3 | 8.5 |
| Arts, Culture and Status of Women Total | 97.7 | 61.9 | 35.8 | 195.4 |
| Children and Family Services | | | | |
| 2024/25 Small Projects - Health & Safety and Security | 1.3 | - | - | 1.3 |
| Group Home Maintenance | 0.8 | - | - | 0.8 |
| SAAMIS Treatment Centre | 0.5 | - | - | 0.5 |
| Children and Family Services Total | 2.6 | - | - | 2.6 |
| Education | | | | |
| Collegiates and Charter School Expansion | 71.6 | 21.5 | 21.5 | 114.6 |
| Education Capital Maintenance and Renewal | 127.0 | 127.0 | 127.0 | 381.0 |
| Information Technology Systems Development | 0.6 | 0.6 | 0.6 | 1.7 |
| Modular Classroom Program | 50.0 | 27.8 | 25.0 | 102.8 |
| Previously Announced School Projects | 507.0 | 431.6 | 269.6 | 1,208.2 |
| Related Party Contribution School Projects | 4.8 | 0.6 | 3.0 | 8.4 |
| Schools Capital Projects Budget 2024 | 85.0 | 279.1 | 316.4 | 680.6 |
| SUCH Sector Self-Financed | 100.0 | 100.0 | 100.0 | 300.0 |
| Education Total | 945.9 | 988.2 | 863.1 | 2,797.2 |
| Energy and Minerals | | | | |
| Alberta Petrochemicals Incentive Program | 153.9 | 241.6 | 60.8 | 456.4 |
| Carbon Capture and Storage Initiative | 58.4 | 58.4 | - | 116.7 |
| Information Technology and Other General Capital | 16.0 | 15.0 | 15.0 | 46.0 |
| Energy and Minerals Total | 228.2 | 315.0 | 75.8 | 619.0 |
| Environment and Protected Areas | | | | |
| Alberta Land Trust Grant Program | 5.0 | 5.0 | 5.0 | 15.0 |
| Ardley Reservoir | 1.0 | 3.5 | - | 4.5 |
| Bow Reservoir Options Project | 1.7 | - | - | 1.7 |
| Chronic Wasting Disease Monitoring and Management | 0.1 | 0.0 | 0.0 | 0.1 |
| Critical Environmental Monitoring and Science Investment | 3.6 | 2.9 | 3.1 | 9.5 |
| Cumulative Effects Decisions Support Tool – Caribou | 0.6 | - | - | 0.6 |
| Designated Industrial Zone Pilot Project | 3.7 | 17.9 | 10.1 | 31.7 |
| Fish Culture Capital Maintenance and Renewal Program | 1.7 | 1.8 | 2.1 | 5.6 |
| Information Technology and Other General Capital | 1.3 | 1.3 | 1.3 | 4.0 |
| Investing in Canada Infrastructure Program (ICIP) Projects | 3.0 | - | - | 3.0 |
| Kids Can Catch Trout Pond Rehabilitation | 0.5 | - | - | 0.5 |
| Land Stewardship Fund | 5.0 | 5.0 | 5.0 | 15.0 |
| Malloy Drain Phase 2B | 2.0 | - | - | 2.0 |
| Mud Lake Diversion | 2.6 | - | - | 2.6 |
| Raven Creek Brood Trout Station | 45.7 | 2.9 | - | 48.6 |
| Renewed Flood and Drought Mitigation | 25.0 | 25.0 | 25.0 | 75.0 |

AGENDA ITEM REPORT



Title: Coaldale-Lethbridge Community Growing Project 2024 Waiver Request
Meeting: Council Meeting - 02 May 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 19 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Lethbridge County has received a letter from the Coaldale-Lethbridge Community Growing Project, with a request to have County Council consider waiving the taxes on land parcel, SW 14-9-19-W4 which is used as part of its community crop growing project. The 2023 municipal portion of the taxes levied on the farmland is \$1,604.54.

RECOMMENDATION:

That County Council donates \$500 per the Lethbridge County Donations Policy 161 to the Coaldale-Lethbridge Community Growing Project with funding from the Council Donation Reserve.

REASON(S) FOR RECOMMENDATION(S):

Administration has presented the recommendation to Council based on Policy #161 and past Council motions. This recommendation would not impact the County's tax revenues as Council has a donation reserve it can draw from.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has donated \$500 towards the Coaldale-Lethbridge Community Growing Project in the past for several years.

F.2.1. Coaldale-Lethbridge Community Growing Project 2023 Request

| | | |
|----------|-------------------|--|
| 316-2023 | Councillor Sayers | MOVED that Council donates \$500 per the Lethbridge County Donations Policy 161 to the Coaldale-Lethbridge Community Growing Project with funding from the Council Donation fund. CARRIED |
|----------|-------------------|--|

BACKGROUND INFORMATION:

As per the letter received the Coaldale-Lethbridge Community Growing Project during the 2023 crop year, the growing project group was able to raise over \$235,000 locally, bringing their total raised to date to approximately \$2.53 Million.

The Coaldale-Lethbridge Community Growing Project is the local project and part of the greater organization, the Canadian Foodgrains Bank. Since its inception in 1983 the Canadian Foodgrains Bank has allocated over a billion dollars towards ending hunger around the world.

ALTERNATIVES / PROS / CONS:

1. To waive taxes:

PRO - this would eliminate a portion of the costs/taxes incurred by the Coaldale-Lethbridge Community Growing Project

CON - sets a precedent for future tax waiver requests of this type or by individuals

2. To provide the tax equivalent as a donation rather than as a tax waiver:

PRO - Provides the Coaldale-Lethbridge Community Growing Project funding without having to waive taxes.

CON - This would be outside of the Donation Policy allotments, and would be higher then what has been offered as a donation in the past to both the Coaldale-Lethbridge Community Growing Project and Picture Butte Growing Project.

FINANCIAL IMPACT:

If the farmland taxes were to be waived it would impact the municipal portion of the tax revenues by approximately \$1,604.54.

The Council Donation Reserve balance as of December 31, 2023 is \$23,015.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Coaldale-Lethbridge Community Growing Project 2024](#)



Your Support is a Solution to World Hunger!

April 8, 2024

Lethbridge County Board of Directors:

Re: Coaldale-Lethbridge Community Growing Project 2024

Your past support of the Coaldale- Lethbridge Community Project is **immensely appreciated**. We hope that we can count on your support again this year by waiving the property taxes on our project's land. Please consider it as your part of an incredible Canadian organisation that is globally effective.

This year the land location is SW 14-9-19-Wth. Near Stafford Lake.

We've seen an incredible response from so many individuals, suppliers and organisations towards our local project, and the great organisation - the Canadian Foodgrains Bank.

In the 2023 crop year, over **\$235,000** was raised locally! To date, our total raised is approximately **\$2.531M**. This is due to participating organisations such as yours! The Federal Government matches our local funds 4:1. The Canadian Foodgrains Bank was started by farmers in 1983. It has raised and allocated over a billion dollars towards ending Hunger globally. It has made a measurable impact!

Together, we have a real global impact on reducing Hunger. It's clear that when you provide basic food and necessities to those who hunger, you help rebuild peace, hope and human dignity.

Watch for our ads in the fall for our Harvest Day Celebration! Come have a burger, and watch an incredible community event!

If you require any further information, please do not hesitate to contact me.

Sincerely,

Deb Chapman
Lethbridge Community Growing Project
934 20A Ave, Coaldale, AB T1M 1B3 C-403-634-3111

AGENDA ITEM REPORT



Title: Oldman Watershed Council Funding Request
Meeting: Council Meeting - 02 May 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 25 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A funding request was received from the Oldman Watershed Council in the amount of \$4,857.60 (\$0.48 per resident).

RECOMMENDATION:

That County Council approve the funding request from the Oldman Watershed Council in the amount of \$4,857.60, based on a rate of \$0.48 cents per resident for 10,120 residents based on the 2023 Municipal Affairs Population List, to be funded from the Council Operating Budget.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County has been making contributions to the Oldman Watershed Council for many years and sees the value in and supports their cause of keeping land and water healthy and safe.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has contributed to the Oldman Watershed Council since 2004. Historically these funds have been paid through the Council's Operating budget - Donations/Grants to Individuals and Organizations.

29-2023

Councillor VanderVeen

MOVED that County Council approve the funding request from the Oldman Watershed Council in the amount of \$4,866.00, based on a rate of \$0.48 cents per resident for 10,353 residents based on 2019 Municipal Affairs Population List, to be funded

from the Council Operating
Budget.
CARRIED

BACKGROUND INFORMATION:

The Oldman Watershed Council is a non-profit organization whose mission is to keep water and land healthy and safe. Donations received have supported their organization in many restoration projects directly benefiting the health of land and water. More information regarding the organization and their projects are detailed in the attached letter.

Lethbridge County Council has supported the Oldman Watershed's efforts since 2004 through an annual contribution based on a per resident rate. The current request indicates a population of 11,160 which is incorrect. The recommendation is based on our current population as indicated in the 2023 Municipal Affairs Population List.

ALTERNATIVES / PROS / CONS:

Alternatives:

- Council could choose to no longer contribute to the Oldman Watershed Council.
- Council could choose to contribute a different amount determined by Council to the Oldman Watershed Council.

FINANCIAL IMPACT:

Contribution to Oldman Watershed Council in the amount of \$4,857.60 (\$0.48 per capita).

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Oldman Watershed Council Funding Request](#)



Oldman Watershed Council
PO Box 1892
Lethbridge, Alberta T1J 4K5
info@oldmanwatershed.ca
(403) 330-1346

Reeve Tory Campbell
Lethbridge County
100, 905 - 4 Avenue South
Lethbridge Alberta T1J 4E4

Dear Reeve Campbell and Council,

January 2, 2024

We deeply appreciate your continued support of the Oldman Watershed Council. Our core mission is safeguarding the health of our water and land, the cornerstones of our economy and society. Your contribution as a donor is invaluable to us.

We are proud to be a neutral forum for all voices in the watershed. Our 19-member Board represents various sectors, ensuring all voices are heard. Municipalities hold the majority with three seats: one for towns and villages, one for counties and municipal districts, and one for the City of Lethbridge. Moreover, we keep municipalities updated at the monthly meetings of Mayors and Reeves of Southwest Alberta.

Our collaborations span government agencies, stakeholders, and First Nations to bolster the watershed's health. Notably, in 2022-23 we:

- Planted 8,450 willows, restoring the natural infrastructure of 10 priority rivers/creeks to combat drought.
- Engaged 3,656 residents face-to-face, including 1,566 youth, through cutting edge methods, like virtual reality.
- Monitored the health of 9 creeks/rivers, and trained 24 Field Technicians in monitoring techniques.
- Created 8 videos featuring agricultural producers, hosted 6 unique events, and released 8 written interviews with farmers, to increase understanding of agriculture among urban consumers. 91% of participants felt more connected to the people who grow their food
- Increased our partnerships and collaborations by 60%, reaching 122, leveraging expertise and resources from across Southern Alberta.
- Engaged 10,425 readers through 14 blogs to educate on key topics such as drought resilience.
- Had over 115,000 views of our videos about agriculture, restoration, and other watershed topics.

Our premier project, the *Watershed Legacy Program*, emphasizes empowering watershed stewardship through funds, training, and technical know-how. We assist all—from First Nations land managers and farmers to urban dwellers—in adopting environmentally conscious practices and building resilient operations. By investing in grassroots initiatives, we spotlight these practices for the larger community, and work to provide the education, infrastructure, and guidelines to bolster these efforts.

Please review our [2022-23 annual report](#), which showcases our impactful work through photographs and concise project descriptions.

For the fiscal year of April 2023 to March 2024, we kindly request your municipality's support at a rate of 48¢ per resident. Based on the 2022 Municipal Affairs Population List, this equates to a contribution of \$5,357 for 11,160 residents. Your unwavering support over the years has made a significant difference. Contributions like yours empower us to educate citizens, restore habitats, and remain an impartial forum in the watershed discourse.

To book a presentation, please contact our Executive Director, Shannon Frank, at shannon@oldmanwatershed.ca.

Warm regards,

Doug Kaupp, OWC Chair and General Manager of Water and Wastewater, City of Lethbridge

AGENDA ITEM REPORT



Title: Coaldale & District Handi-Ride Association Funding Request
Meeting: Council Meeting - 02 May 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 25 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Coaldale & District Handi-Ride Association is an association that provides reliable and safe transportation for seniors and individuals with mobility challenges in the area within the southern region of the County along Hwy 512.

At the April 18th council meeting members of the Handi-Ride Association made a presentation to Council with regards to the services they offer and the new bus they are purchasing due to the age and some safety concerns related to the existing bus. The members also highlighted that due to the use of the service, they are looking to expand the area they service to the east and hire some permanent staff to facilitate and maintain its service delivery.

As the association aims to continue to provide its services at an affordable cost for its users and be sustainable, they have made a request to Council for financial support of \$500 per month (\$6,000 annually) to aid the association with its operating costs. In addition to the funding the association also made a request for a letter of support from the County for their grant applications, which County Council made a motion on at the April 18th meeting.

RECOMMENDATION:

That Council provide financial support for 2024 in the amount of \$6,000 to be funded from the Council Discretionary Reserve and that Administration include funding of \$6,000 annually in the upcoming budgets for 2025, 2026 and 2027 for council consideration during budget deliberations.

REASON(S) FOR RECOMMENDATION(S):

At the April 18th meeting Council indicated its support for the service and recognized the need for this type of service in the region, which also aligns with the Council's strategic values of governance, relationships and region.

BACKGROUND INFORMATION:

The need for a service such as the one offered by the Handi-Ride Association was recognized in the 1980's with the first bus being purchased in 1989. The current bus used today, was purchased in 2013, indicating the need for an updated bus. The County has supported the association by making a financial contribution in the past.

ALTERNATIVES / PROS / CONS:

Council can deny the request or reduce the amount that was requested.

PRO - There would be no financial impact to the reserve for this request.

CON - This could leave the Handi-Ride Association in a poor financial position moving forward.

FINANCIAL IMPACT:

As of December 31, 2023 the Council Discretionary Reserve has a balance of \$158,168.61.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

AGENDA ITEM REPORT



Title: Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book
Meeting: Council Meeting - 02 May 2024
Department: Administration
Report Author: Mattie Watson

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 18 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A request has been received from the Alberta / NWT Command Royal Canadian Legion Campaign Office for Lethbridge County to purchase a 1/4 page full color advertisement in their 18th Annual Military Service Recognition Book, at the cost of \$690.

The County has typically purchased these types of ad sponsorships, however Administration is reviewing our participation in the various publications we are asked to advertise in.

The Communications and Marketing department is in the process of introducing strategies which will guide the County's communications, marketing and branding moving forward. With limited funds for these activities, we want to ensure that we are being intentional with our efforts and resources to have the greatest impact. Ad spaces in publications may not align with our communication goals, reach our intended audience or use our branding effectively.

Funds currently being spent on advertisements in print and online publications that are widely distributed may not be the most meaningful way for the County to support a specific cause or organization, and oftentimes these funds could be donated directly to the organization, likely having more impact.

Administration would like to update the current Communications Policy #162 to include criteria and guidelines for ad sponsorship requests.

RECOMMENDATION:

That Lethbridge County does not purchase an advertisement in the 18th Annual Military Service Recognition Book.

And, that Administration amend the existing Communications Policy #162 to include parameters for sponsorships and advertising in publications, to be brought forward at a future Council meeting.

REASON(S) FOR RECOMMENDATION(S):

Administration would like to refocus our efforts and spending on activities that will be most impactful to our residents, businesses and ratepayers. While supporting various causes and charities is important, we do not feel that ad space in province- and Canada-wide publications best supports our communications strategies and goals. Administration has reconsidered participation for similar requests in other publications that departments have traditionally purchased advertisements in, as well.

If Council wishes to support a specific cause or organization, it may be more beneficial to provide a donation directly to the organization. If Council adopts the recommended motions, Administration could direct future inquiries to our Donation Request Form, or that they make a formal request for funds to Council.

This recommendation does not diminish support for these causes. Instead, we aim to support them more directly and meaningfully through targeted donations and partnerships. This approach can enhance the direct impact of our contributions but also allows for more strategic and measurable engagement with our community.

The proposed reallocation of advertising funds represents a strategic shift towards maximizing the impact of our advertising activities and community support efforts. By focusing on direct contributions and strategic partnerships, we reaffirm our commitment to the well-being and advancement of our community.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County has sponsored a 1/4 page advertisement since the inception of the Recognition Book.

BACKGROUND INFORMATION:

The Military Service Recognition Book is in its 18th year of publishing. It helps identify and recognize many Veterans of Alberta and the Northwest Territories who have served. According to the letter of request, this year, thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

The cost has increased from 2023 where a 1/4 page ad was \$625.00.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

Alternatives:

- Provide the sponsorship requested
- A different sized ad at a different rate.
- Provide a donation directly to the Royal Canadian Legion in Lethbridge to support their activities and local veterans.

FINANCIAL IMPACT:

If Council chooses to purchase an advertisement, the 1/4 page full color advertisement is \$657.14+ \$32.86 for a total of \$690. This cost would be allocated from the Councillor's Discretionary Reserve.

LEVEL OF PUBLIC PARTICIPATION:

Inform **Consult** **Involve** **Collaborate** **Empower**

ATTACHMENTS:

[Alberta/NWT - Royal Canadian Legion - Annual Military Service Recognition Book](#)



**Alberta-Northwest Territories Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our 18th Annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

Rosalind LaRose
President



**Alberta-Northwest Territory Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Advertising Prices

| <u>Ad Size</u> | <u>Cost</u> | | <u>GST</u> | | <u>Total</u> |
|---------------------------------------|-------------|---|------------|---|--------------|
| Full Colour Outside Back Cover | \$2,776.19 | + | \$138.81 | = | \$2,915.00 |
| Inside Front/Back Cover (Full Colour) | \$2,414.29 | + | \$120.71 | = | \$2,535.00 |
| Full Colour 2 Page Spread | \$3,861.90 | + | \$193.10 | = | \$4,055.00 |
| Full Page (Full Colour) | \$1,928.57 | + | \$96.43 | = | \$2,025.00 |
| Full Page | \$1,447.62 | + | \$72.38 | = | \$1,520.00 |
| ½ Page (Full Colour) | \$1,085.71 | + | \$54.29 | = | \$1,140.00 |
| ½ Page | \$842.86 | + | \$42.14 | = | \$885.00 |
| ¼ Page (Full Colour) | \$657.14 | + | \$32.86 | = | \$690.00 |
| ¼ Page | \$533.33 | + | \$26.67 | = | \$560.00 |
| 1/10 Page (Full Colour) | \$395.24 | + | \$19.76 | = | \$415.00 |
| 1/10 Page (Business Card) | \$328.57 | + | \$16.43 | = | \$345.00 |

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275, Stn. M
Calgary, AB T2P 2M6



Visa/Mastercard Accepted

adcopy can be emailed to: abcl@fenety.com

AGENDA ITEM REPORT



Title: Agricultural Service Board 2024 Level of Service
Meeting: Council Meeting - 02 May 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 23 Apr 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Agricultural Service Board has updated the Level of Service(LOS) document to formalize the activities that will be performed by the department in 2024. Each year as the budget is set the Level of Service document will be brought forward with any revisions for review.

RECOMMENDATION:

MOVED that the Agricultural Service Board 2024 Level of Service be approved.

REASON(S) FOR RECOMMENDATION(S):

To provide an accurate and measurable Level of Service that is formed on an approved budget. Department staff will work within the budget to deliver the services based on Council priorities and field-level observation of maintenance needs. The goals set forward in this document will require flexibility as weather conditions can be a major factor in delivering Agricultural Services programs.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously approved the Agriculture Department Level of Service on a yearly basis.

BACKGROUND INFORMATION:

The Agricultural Service Board Level of Service Document will provide clear and measurable target for ASB activities that will be set annually by Council. Modifications to the document must take into consideration our baseline obligations under the ASB Grant which is up for renewal in 2025. The document will be available to the public who will gain a better understanding of service levels provided and approved.

ALTERNATIVES / PROS / CONS:

The Agricultural Service Board can suggest changes to the LOS to administration to be brought forward for council resolution at a future meeting. This could include increases or decreases which would be estimated by administration for proposed budget amendments.

FINANCIAL IMPACT:

The budget for 2024 is the main consideration of the Level of Service that can be provided. As the budget amounts have been considered and passed the Level of Service provides a business plan to carry out ASB services with the set budget as a template.

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[2024 LOS](#)

Lethbridge County Agricultural Service Board

Business Plan



Vision

Lethbridge County Agricultural Service Board effectively supports one of the strongest agricultural economies in the Country.

Mission

Lethbridge County council and staff will support Agriculture Sustainability in all sectors through strong leadership and empowered employees. Our parks environment will inspire residents to be active and involved in their rural community.

Values

Service- Agriculture is the foundation of Lethbridge County. We are committed to achieving the highest level of customer service through evolving programs that support Agriculture.

Financial Accountability- Lethbridge County Agricultural Service Board will make wise use of financial resources in providing efficient and effective services.

Staff- Lethbridge County Agricultural Service Board intends to recruit and retain committed staff by providing a positive work environment that encourages teamwork, initiative, respect, innovation, learning and hard work.

Strong Relationships- Lethbridge County Agricultural Service Board is committed to maintaining strong working relationships with provincial and federal governments, provincial and regional associations, agricultural commodity groups, neighboring municipalities, research and training institutions and educational institutions.

Agricultural Service Board Level of Service



Created July 2022

Revised January 2024



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1. Purpose, Considerations, and Level of Service

Lethbridge County Agricultural Service Board (hereinafter referred to as ASB) was officially formed in 1958. Operating under the Agricultural Service Board Act, Lethbridge County has always been a strong proponent in administering Provincial Legislation including:

- Alberta Weed Control Act,
- Alberta Soil Conservation Act,
- Alberta Agricultural Pest Act and
- Animal Health Act.

The Agricultural Service Board (ASB) is committed to the promotion of the quality of life in a rural environment. The ASB does this by providing services, information, and new technology in cooperation with other governments, jurisdictions, and agencies. This is achieved by establishing “levels of service” that ensure statutory requirements are met with consideration for the collective interests of residents and clients.

The ASB receives a portion of its funding from the provincial government for implementing the delegated legislation at the ground level. The ASB carries out mowing, spraying, and seeding programs for industry, landholders (i.e., owners and lessees) other County departments and several parks and cemeteries in the County. The County also rents specific equipment to county landholders to help them maintain their obligations under the County’s various legislative responsibilities. The ASB partners with the province and other partners to provides Rural Extension programming aimed at delivering Alberta’s agriculture environmental sustainability initiatives. Vegetation management constitutes a large portion of the ASB duties, including both mowing and spraying activities on all County owned right of way. Other ASB Vegetation Management areas include Cemeteries, Hamlets, Sub-Divisions, and County owned Yards, Grader Camps and Water and Wastewater sites. The Parks department is also an additional service of the ASB.

Lethbridge County actively delivers weed and pest control programs that support agriculture production. Programs are designed to assist producers in both identification and control measures for designated weeds and pests. Weed control efforts give special attention to areas of concern that focusses on:

- lands adjacent to the bed and shores of water resource features,
- haul routes to intensive livestock operations and other agricultural/rural businesses,
- CPKC Railway right of ways and,
- Recent road construction projects.

Roadside mowing efforts also contribute to the integrated program as ASB staff operate a fleet of mowers and are given the flexibility to control weed infestations occurring outside the first pass.

Scope of Responsibility

Lethbridge County ASB is responsible for Vegetation Management on all County owned right of way and public areas. Herbicide applications are also performed for Alberta Transportation on all Provincial Highways that are within County Municipal Boundaries.

Level of Service (LOS)

It is the expectation of County landholders, citizens, and the agriculture community that the ASB programs maintain a Level of Service that supports agriculture production and rural living. The Level of Service is achieved through funding for a balance between legislated commitments and the needs of our rural population.

2. Delivery/Support of the Weed Control Act

Strategy

To control the spread and establishment of noxious and prohibited weeds in Lethbridge County on both private and public land with guidelines provided under the following guidelines and procedures included in Appendix A; Weed Control and Vegetation Management:

- Weed Notices.
- Weed Extension and Inspections
- Leafy Spurge and Knapweed Vegetation Management
- Prohibited Noxious Weed Control
- Seed Cleaning Plants
- Integrated Weed Management

Level of Service Measures

- Two weed inspectors will be continuously appointed.
- 33% of municipal right of way will be sprayed to control regulated weeds. The 33% rotation is illustrated in the Spraying LOS map.
- All newly seeded roads will be mowed on an as needed basis to control weeds until the grass can withstand a chemical application.
- Revisit the GPS (200+) marked weed sites and hand pull or apply herbicide where necessary.
- Enter into a yearly service agreement with Volker Stevin to provide weed control on Alberta Transportation highways in the County. The contract will provide chemical weed control with allocations used on previously identified weed infestation or hot spots. Funding amounts for this service will depend on the Provincial budget.
- Work with the Planning and Development Department to develop a permitting program/system for Solar and other large industrial developments to include submission of vegetation and pest control plans to ensure compliance with the Weed Control and Pest Control Acts.

3. Delivery/Support of the Agricultural Pests Act

Strategy

To control the spread and establishment of declared pests and nuisances as outlined in the Pest and Nuisance Regulation with guidelines provided under the following guidelines and procedures included in Appendix B Pest Control and Management:

- Surveys
- Norway Rat
- Coyotes
- Skunks
- Live Traps
- Grasshopper Control

Level of Service Measures

- Two (2) pest inspectors are continuously appointed.
- Up to date pest information is available on the County website and in County Newsletters, which are published at least once a year.

Annual Inspections or Trapping Requirements:

- In cooperation with Alberta Agriculture, a total of ten (10) fields are inspected for Clubroot and Virulent Blackleg.
- Two (2) fields will be monitored for Bertha Army Worm.
- Bacterial Ring Rot inspections will take place on potato fields with locations supplied by the Alberta Potato Growers Association.
- Each township in the County will be surveyed for grasshoppers annually.
- Lethbridge County will have a supply of 20 traps for Magpie and Skunk Control.

4. Delivery/Support of the Soil Conservation Act

Strategy

To prevent or stop soil erosion from occurring as outlined in the Soil Conservation Act with guidelines provided under guidelines and procedures in Appendix C Soil Conservation Management.

Level of Service Measures

- Two (2) soil conservation officers will be appointed.
- All known instances of soil erosion will be inspected.
- Current information on how to control soil erosion will be posted on the County website and will be promoted through the County newsletter and social media.
- Lethbridge County will have available tractors, straw crimper, cultivator with lister shovels and heavy equipment to carry out control measures when necessary.
- Work with the Planning and Development Department to develop a permitting program/system for Solar and other large industrial developments to include submission of soil conservation and plans to ensure compliance with the Soil Conservation Act.

5. Support of the Animal Health Act

Strategy

To support the Chief Provincial Veterinarian should a disease outbreak occur in Lethbridge County.

Level of Service Measures

Have staff trained on relevant diseases and how to support an animal disease outbreak situation should one occur. Training is provided during mandatory In-Service Training for Members of the Association of Agricultural Fieldmen or other seminars that may occur.

6. Resource Management/Rural Extension Program

Strategy

To provide rural extension programming that supports rural living and sustainable agricultural practices.

Level of Service Measures

- Collaboration of internal staff to provide Resource Management services and activities.
 - External expertise is leveraged to further support the program, as appropriate.
- Deliver Environmental Farm Plans to County producers.
- Assist producers with Sustainable Canadian Agricultural Partnership Programs.
- Collaborate with various stakeholders and support applied research projects that support sustainable agriculture.
- Work with drag line manure applicators to identify and install culvert road crossings that are mutually beneficial to producers and the County.

- Work with commercial manure haulers to extend Agricultural Operations Practices Act regulations and guidelines regarding appropriate manure management and application.
- Publish three newsletters to support Rural Living and Agricultural Services programs.
- Provide and promote programs to improve Riparian Health in the County
 - Work cooperatively with the four watershed groups.
 - Maintaining open communication with the Oldman Watershed Council, Cows and Fish and other groups and agencies focused on environmental sustainability.

7. Roadside Mowing

Strategy

To maintain a mowing program that is aesthetically pleasing while also providing: weed control, elimination of sightline issues and snow drift prevention with guidelines provided in Appendix D Roadside Mowing.

Level of Service Measures

- Paved roads will be mowed starting in the beginning of June. Mowing will then be treated on an as-needed basis during the growing season.
- All gravel roads will be mowed twice throughout the growing season commencing in mid-June. If re-growth is minimal a second cut may not be required. Mowing LOS map indicates the dryland areas of the County where a second cut is typically not required in dry years.
- A deeper cut into the ditch is made where heavy weed infestations or excess vegetation that may cause snow drift issues are identified.

8. Rental Equipment

2023 Budget Amount: Schedule of Fees Bylaw for Rental Rates

Strategy

To provide a variety of agriculture related equipment to loan or rent to producers with guidelines provided in Appendix E ASB Rental Equipment.

Level of Service Measures

- The following pieces of equipment will be available: Brillion Drills, Plastic Mulcher, Tree Planter, and Chisel Plow with Lister shovels, Plastic Roller, Bale shredder and Straw crimper.
- Yearly rental rates will be set on an annual basis through the Lethbridge County Schedule of Fees Bylaw #24-006.

9. Parks, Cemetery, Hamlet, and Subdivision Maintenance

Strategy

To maintain all public areas to a consistent and set standard that Lethbridge County stakeholders can rely on as described in the following Appendix F Parks, Cemetery, Hamlet, and Subdivision Maintenance.

- Parks Vegetation Management
- Playgrounds and Trail Inspection

Level of Service Measures

Parks

- Parks are maintained on an as needed basis from May until October. Cycle times for mowing will vary on moisture conditions, cycling from 10-14 days between maintenance.
- Playgrounds are inspected by staff certified in playground inspection every two months, at a minimum.
- Trail Systems are inspected for safety related issues in the Spring and Fall.
- Enhance and renew playground equipment in cooperation with community groups.

Cemetery

- Cemeteries are mowed twice per year, subject to prevailing drought or excess moisture conditions.
- Mowing events are scheduled by the Supervisor of Agriculture on an “as needed” basis.

Hamlets/Subdivisions

- Hamlets are mowed twice a year, or more, depending on moisture conditions.
- Water and Wastewater Lagoons will be mowed and cleared of woody plants once per year or more depending on regrowth.
- Back-alley gravel levelling is completed, as needed, in the Spring and Fall.

10. Brushing/Tree Removal/Pruning Program

Strategy

To maintain all Lethbridge County Roadways, Water and Wastewater Lagoons, Parks, and Environmental Reserve land to address overgrowth and hazards created by trees, brush, and general vegetation.

Level of Service Measures

- Three (3) staff members are available for brushing work during the months of November to March when weather conditions allow.
- Priority brushing is completed where intersection obstruction is noted.
- Brushing will only take place from June to October for downed trees or brush caused by adverse weather conditions.
- Tree maintenance is performed in Parks and Environmental Reserves on an on an as needed basis.

11. Delay of Maintenance Operations

Vegetation Management on public spaces are impacted by multiple factors that can disrupt services and/or affect maintenance operations timelines, such as:

- Unsuitable or inclement weather.
- Equipment breakdowns.
- Intense farm activity causing safety considerations.
- Manpower shortage due to illness or absenteeism.
- Municipal emergencies.
- Public health emergencies (e.g., pandemic).

12. Conclusion

Lethbridge County ASB activities are a balance between legislated responsibility and levels of service defined by Council as representatives of the public. The ASB Grant, which provides supplemental funding, was renewed for a five-year term in 2020 (i.e., 2020 – 2024), all legislated activity is also set out in this document. The province requires annual reporting on ASB activities to demonstrate that the County's commitments are met for both the Legislative and Resource Management Grant funding streams.

Appendices

Guidelines and Procedures

1. Weed Control and Vegetation Management

- A. Integrated Weed Management
- B. Weed Extension and Inspections
- C. Weed Notices
- D. Leafy Spurge and Knapweed Vegetation Management
- E. Prohibited Noxious Weed Control

2. Agricultural Pest Act Polices

- A. Surveys
- B. Live Traps
- C. Norway Rat
- D. Coyotes
- E. Skunks
- F. Grasshopper Control

3. Soil Conservation Act

- A. Soil Conservation Management

4. Roadside Mowing

- A. Roadside Mowing

5. Rental Equipment and ASB Schedule of Fees

- A. ASB Rental Equipment
- B. Schedule of Fees/ASB Related Portion of Bylaw #20-022

6. Parks Polices

- A. Parks Vegetation Management
- B. Playground and Trail Inspection

7. Maps

- A. Roadside Mowing
- B. Roadside Spray Program

Appendix A – Weed Control and Vegetation Management

Guidelines and Procedures

A. Integrated Weed Management

- i. To control weeds in Lethbridge County on a timely basis; to ensure compliance with the Weed Control Act.
- ii. Paved and oiled roads receive priority.
- iii. Spraying is carried out on a three-year rotation within the County, as follows:
 - Area 1 – All right-of-way west of RR-23-0 north of 519, west of 22-0 south of 519 and west of Highway 4 south of Lethbridge.
 - Area 2 – All right-of-way south and east of the Oldman River and east of Highway 4.
 - Area 3 – All right-of-way east of RR 23-0 north of 519 and south of 519 east of RR 22-0. The areas not scheduled for spraying will receive spot treatment.
- iv. Weeds that are too mature to be effectively controlled with chemicals or that are located too close to sensitive crops are mowed to control the spread of seeds. It is recognized that inclement weather could impede implementation of portions of the LOS.
- v. Only chemicals registered for right-of-way use are employed.
- vi. Spray truck operators will exclude areas such as farmstead frontages and where canals, drainage channels, sloughs, and ponds encroach on the road allowance. Spray booms are also turned off 100 meters on either side of visible beehives.
- vii. Landowners that do not want their road allowances sprayed must visibly post DO NOT SPRAY signage so that operators have sufficient time to react.
- viii. “Do Not Spray” signs are available at the ASB Office in Picture Butte.
 - a. Landholders posting “Do Not Spray” must sign a “No Spray Zone” Agreement with Lethbridge County.
- ix. The County’s rights-of-way are not considered as a “buffer zone” for organic farming purposes.
- x. Operators will only spray when weather and wind conditions warrant and will keep a daily log of roads sprayed, weather conditions, wind direction and speed and the PCP number of the chemical being applied.
- xi. Difficult to control noxious or prohibited noxious weeds located in rights-of-way in small, contained infestations are mowed, pulled or hand-sprayed with a selective herbicide registered for control of the specific species involved.
- xii. The roadside spraying program is advertised prior to commencement of spray activities.
- xiii. Roadside spraying is coordinated with roadside mowing to avoid duplication.

B. Weed Inspections

- i. The Weed Inspector will enforce the Provincial Weed Control Act during the growing season from May to September.
- ii. The Inspector conducts their duties under the supervision of the Supervisor of Agriculture Services or their designate.

- iii. The Inspector will contact landholders to provide weed control extension materials, where necessary.
- iv. County employees will always exercise suitable public relation skills when engaging landholders by applying a firm but fair approach.

C. Weed Notices

- i. Notices to remedy a weed problem are issued at the discretion of the Supervisor of Agriculture Services or their designate.
- ii. Notices are issued under the provisions outlined in the current Alberta Weed Control Act.
- iii. When a landholder demonstrates non-compliance with a weed notice, remedial work will be implemented by the County, or its agents, and all related costs are applied against the landowner.
- iv. Where payment is not received for remedial work, the amount owing is placed on the tax roll as an additional levy against the affected lands.
- v. In cases of continued non-compliance, the Supervisor of Agriculture Services, or their designate, may determine that prosecution is the only remaining compliance instrument. In such cases, the ASB Committee will review the case and approve or reject initiation of legal action in a Court of Law.

D. Leafy Spurge and Knapweed

- i. During the growing season, the ASB will send operators to systemically survey, map and treat Knapweed and Leafy Spurge within the bed and shore and vacant public lands adjacent to water resource features.
 - a. The County is compensated for costs associated with the water resource protection program through the ASB grant and a grant from Alberta Environment and Protected Areas.
- ii. Landowners adjacent to the bed and shore are encouraged to treat infestations of these weeds on their land. Where necessary, the County's Weed Inspector provides information to help landholders achieve effective results.
- iii. If the landowner does not respond to treatment requests for these species, a weed notice will be issued.

E. Prohibited Noxious Weeds

- i. When a prohibited noxious weed infestation is discovered or reported, the County will conduct a thorough inspection to determine the area affected and the number of plants present.
- ii. Where necessary, the affected landholder is issued a Weed Notice, as outlined under the Weed Control Act.
- iii. Where the landholder is provided the option to treat infestations occurring in row cropped fields.
 - a. The landholder is obliged to hand rogue or spot spray, as many times as the Weed Inspector deems necessary, to destroy all prohibited noxious plant material.
 - b. Spot spraying must be with a non-selective herbicide registered for control of the prohibited noxious weed.
 - c. All impacted plant material must be disposed of as directed by the Weed Inspector.

- iv. Where the weed inspector determines that:
 - a. rogueing or spot spraying a prohibited noxious weed occurring in a row crop is not feasible, or
 - b. The noxious weed infestation eradication was not conducted effectively.
- i. The affected area will, at the discretion of the Supervisor of Agriculture, be the eradicated of all vegetation within the infested area though:
 - a. The application of a non-selective herbicide to the entire infested area or,
 - b. By plowing under the entire infested area.
- v. Harvest of a previously affected row crop field must be supervised by the Weed Inspector to reduce potential cross-contamination risks.
- vi. Eradication methods for prohibited noxious weed infestations identified in non-row cropped areas are determined by the Weed Inspector.
- vii. Persons failing to comply with a noxious weed notification are subject to the provisions set out under the Weed Control Act.

F. Clubroot Inspection and Control

- i. Field Surveys
 - a) Yearly inspections for Clubroot in Canola are completed by Agricultural Services Staff.
 - b) Clubroot survey method, sampling technique, reporting and calculation of disease incidence must follow standard protocols provided by the Alberta Clubroot Management Committee.
 - c) Positive identification of Clubroot in canola shall be confirmed by certified laboratory testing. Submit samples to two independent accredited laboratories. Samples declared positive by both laboratories confirm the presence of Club Root.
- ii. Disease Spread Reduction
 - a) A "Notice to Control Pests" shall be issued to any landowner found to own the land infested with clubroot, pursuant to the Agricultural Pests Act.
 - b) The "Notice to Control Pests" may include any or all the following conditions:
- iii. A four-year prohibition from growing canola, mustard, and brassica crops.
- iv. Following the four (4) year prohibition period, the landholder must notify the Supervisor of Agricultural Services, in writing, of their intent to grow canola variety. Whereby, the canola must be a registered clubroot resistant variety.
- v. An owner or occupant must follow a Clubroot Management Plan, intended to reduce the spread of the disease through movement of soil or equipment¹.
- vi. All other users of the said field(s) must adhere to the same best management practices for Clubroot sanitation.
- vii. Prohibited crops grown within the four-year prohibition period will be destroyed, at the expense of the grower, using any appropriate means.
- viii. All neighboring landowners and all industries having a genuine commercial interest will be notified of the confirmed positive Clubroot incidence and its location.
- ix. Canola growers in high-risk situations/locations should follow traditional Canola rotation recommendations (1 in 4 years) to reduce the risk of Clubroot introduction to clean fields.

¹ Alberta Agriculture, 2014. Clubroot Management Plan. <https://open.alberta.ca/publications/7089438>.

- x. Lethbridge County will review these guidelines and procedures within one year of a positive Clubroot result with the County.

G. Seed Cleaning Plants

- i. Seed cleaning plants in the County and City of Lethbridge, or Village or Town whose borders are surrounded by the County will be inspected, as outlined in the Weed Control Act, Seed Cleaning Plant Regulations.
- ii. Seed plants are inspected once a year by the Supervisor of Agriculture Services, or their designate.
- iii. A minimum of 20 samples per plant will be collected randomly throughout the year.
- iv. License issuance is based on test results, in conjunction with the licensing form provided under the Seed Cleaning Regulations of the Weed Control Act.

Appendix B – Pest Control and Management

Guidelines and Procedures

- A. Surveys
- i. At the request of senior government, agricultural pest surveys are undertaken by ASB staff for diseases such as the Blackleg and Clubroot in Canola, Ring rot in Potatoes, Fusarium in cereals and the Grasshopper Forecast survey.
 - ii. The Supervisor of Agriculture Services will negotiate survey methodology and cost share agreements prior to any survey being undertaken.
 - iii. Surveys are completed with consideration to optimum survey timing, accounting for competing county programs and staffing needs.
- B. Live Traps
- i. Live traps are available to County landowners or lessees to enable control of Magpies, Raccoons, or Skunks.
 - ii. A “Use Agreement,” valid for 30 days, is required to obtain a live trap. The agreement includes the name, address, legal land description, telephone number and signature of the responsible landowner or lessee.
 - iii. The landholder is charged for Live Traps in accordance with the Schedule of Fees Bylaw.
- C. Norway Rat
- i. All valid, reported sightings of a Norway Rat are investigated immediately.
 - a. The validity of Norway rat sightings is determined by the Supervisor of Agriculture Services or their designate.
 - ii. Where the investigation identifies a positive sighting, where the animal(s) cannot be readily eradicated, the Provincial Rat Specialist will be contacted for assistance.
 - iii. Lethbridge County will contact the individual(s) who originally submitted the sighting to disclose the outcome of the investigation.
- D. Coyotes
- i. All complaints involving Coyote predation on domestic livestock will be investigated as soon as feasibly possible.
 - ii. The investigating officer, as outlined under the Agricultural Pests Act, will determine the best method for eliminating the predator responsible.
 - iii. The appropriate forms must be completed prior to issuance of pest control devices, such as poison or snares.
 - iv. In particularly difficult cases the Provincial Predator Control Specialist will be contacted to assist the producer.
- E. Skunks
- i. All complaints involving skunks behaving abnormally are dealt with immediately. Residents in rural areas are encouraged to eliminate the skunk immediately, preferably without destroying the head or brain.

- ii. Where the resident is unable, for any reason, to eliminate the animal, the investigating Officer will trap or eliminate any skunk(s) behaving abnormally acting abnormally on behalf of the complainant.
- iii. The Provincial Wildlife Disease Specialist will be contacted to assist with having the animal tested. Results obtained from the Animal Disease Research Institute (ADRI) will be shared with the complainant.
- iv. Where positive results are established, the Provincial Wildlife Disease Specialist will cooperate with Canadian Food Inspection Agency (lead agency), the Supervisor of Agriculture Services and ADRI to organize the necessary control measures.
- v. Live traps are available to residents wishing to remove nuisance skunks from their property. Live traps issuance is provided in accordance with the Schedule of Fees Bylaw.

F. Grasshopper Control

- i. Lethbridge County will cooperate with landholders wishing to control the severity of grasshopper infestations on adjacent County owned rights-of-way.
- ii. Landholders planning to perform grasshopper control on County owned right-of-way must have approval from the Supervisor of Agriculture Services or their designate.
- iii. Grasshopper control methodologies must use procedures that minimize risks to road users/traffic.
- iv. Applicants for grasshopper control on County lands must include a signed waiver agreement prior to execution of county implemented control measures.
- v. Grasshopper control approvals are issued where pest numbers are above the economic threshold, as per provincial guidelines.
- vi. Control methodologies must follow label directions provided for an approved pesticide bran formulation registered for use on grasshoppers.

Appendix C - Soil Conservation Management

Guidelines and Procedures

- A. Soil Conservation
- i. Lethbridge County's ASB recognizes the protection of soil quality and integrity is vital to agricultural, environmental, and human sustainability.
 - a. Alberta's Soil Conservation Act, its associated regulations, as periodically amended, provide the legislated mandate to prevent loss or deterioration of the soil resource.
 - b. The County is authorized by the province to enforce the Soil Conservation Act
 - ii. Soil Conservation notices are issued at the discretion of the Supervisor of Agriculture Services or their designate.
 - iii. When a notice is issued, non-compliance may result in remedial work, either by the County or a Contractor designated by the County.
 - iv. Remedial work may include mitigation work in the affected field(s) or removal of resulting soil deposits in County owned roadways or drainage ditches.
 - v. When remediation of County owned/controlled ditches is deemed necessary, the landholder will be notified prior to commencement of the work, including an estimate of cost.
 - vi. Costs for the work are calculated using current Alberta Roadbuilders and Heavy Construction Association rates as authorized by the County's Schedule of Fees bylaw.
 - vii. Upon completion, costs for the remedial complete by the County or its contractor, the legally titled landholder is issued an invoice.
 - viii. Where the invoice is not paid on or before the due date, the amount will be subject to penalties and interest charges.
 - ix. All outstanding invoices 120 days or more overdue will be placed on the County tax roll and collected based on County Tax bylaws and policy.
 - x. In cases of continued non-compliance, the Supervisor of Agriculture Services. or their designate. may determine that prosecution is the only remaining compliance instrument. In such cases, the ASB Committee will review the case and approve or reject initiation of legal action in a Court of Law.

Appendix D – Roadside Mowing

Guidelines and Procedures

A. Roadside Mowing

- i. This program is developed, planned, and implemented by the Agricultural Department, in conjunction with Public Works operations.
- ii. Paved or oiled roads are mowed beginning in June, on an as-needed basis, during the growing season.
- iii. If necessary, all gravel roads will be mowed twice throughout the growing season, commencing in mid-June.
 - a. Where re-growth is minimal, a second cut may not be required.
 - b. Inclement weather, such as heavy rain events or early winter, could prevent the completion of the program.
- iv. Grader operations are coordinated and implemented in a manner that minimizes interference with and efficiency of mowing operations.
- v. Roadside spraying operations are coordinated and implemented in a manner that minimizes interference with and efficiency of mowing operations.

Appendix E – ASB Rental Equipment

Guidelines and Procedures

A. Rental Equipment

- i. ASB rents equipment for use exclusively on land located within Lethbridge County boundaries.
- ii. A current ASB rental equipment list and fees is advertised annually.
- iii. A chronological applicants list is maintained, and equipment distribution is provided on a first come, first-serve basis, as near as practical.
- iv. County personnel are responsible for moving rental equipment to and between farms.
- v. The applicant is responsible to service, clean and maintain rental equipment, as necessary, before it is returned to the County and/or passed onto the next applicant.
- vi. The applicant will provide suitable equipment and competent personnel to operate County equipment.
- vii. Customers are assessed fees on a per acre or maximum daily charge, as specified by the Schedule of Fees Bylaw, at the discretion of the County.
- viii. The program is evaluated annually to implement necessary LOS or guideline changes.

Appendix F – Parks, Cemetery, Hamlet, and Subdivision Maintenance

Guidelines and Procedures

A. Parks

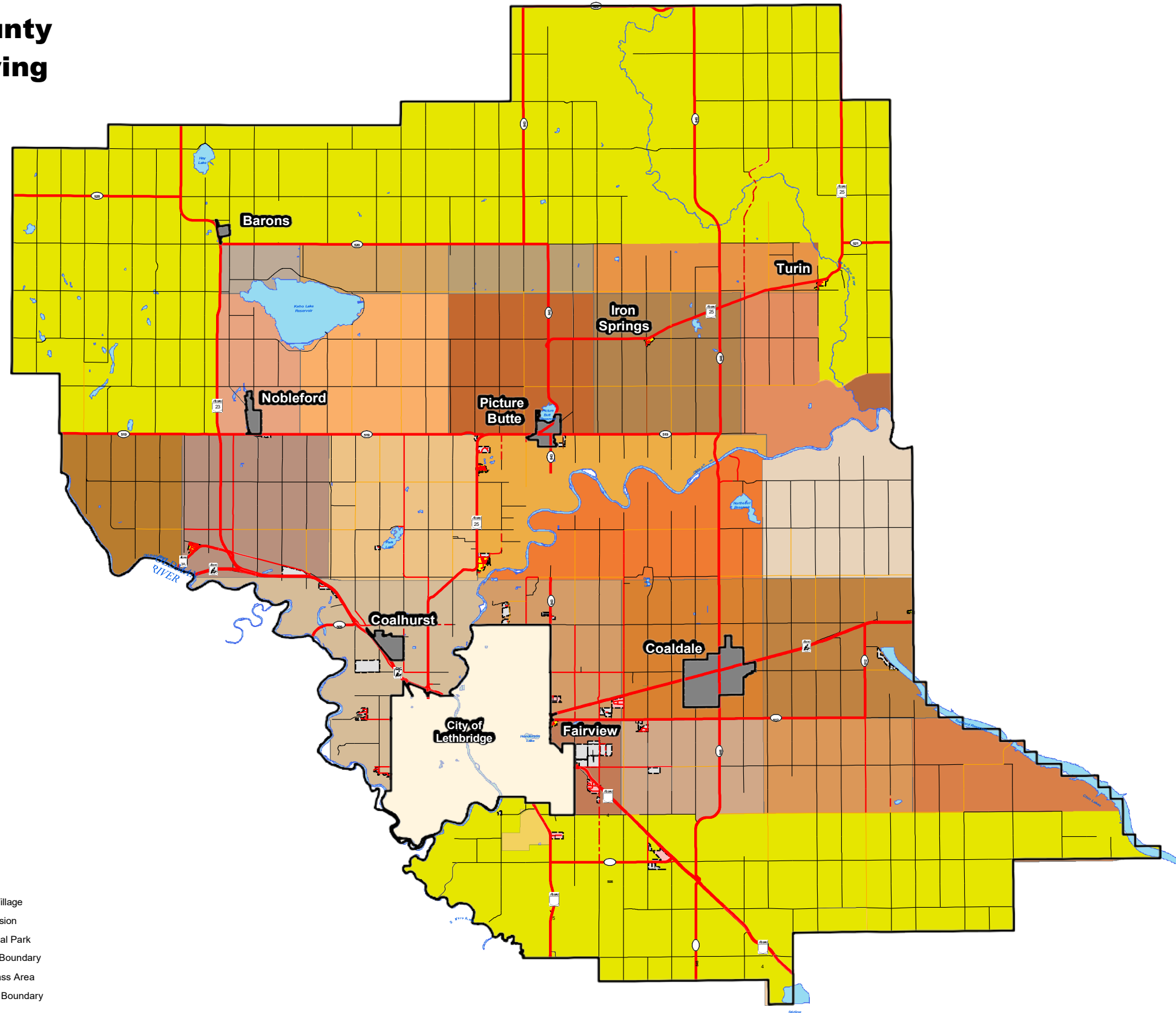
- i. County Parks maintenance is the responsibility of the Agricultural Department.
- ii. The Parks department consists of the following:
 - a. All municipal designated hamlet playgrounds and equipment.
 - b. Municipal designated green space and walking paths.
 - c. Inactive municipal school yards.
 - d. Cemetery maintenance at Elinor, Albion Ridge, White Lake, and Barons cemeteries.

Guidelines and Procedures

B. Playground & Trail Inspection

- i. **Playgrounds are inspected by staff certified in playground inspection every two months, at a minimum.**
- ii. Lethbridge County trail systems are inspected by a department staff member on a semi-annual basis.
- iii. Inspections are recorded on the appropriate forms, including:
 - a. Hazardous or potentially hazardous conditions.
 - b. Corrective action required or taken to address identified hazards.
 - c. Inspection date and inspector's signature.
 - d. Inspection forms are submitted to the Supervisor of Agriculture Services for review and coordination of necessary actions.
- iv. Supplemental
 - a. Playground equipment and Trails are also inspected by County crews during maintenance activities.
 - b. All equipment, facility and trail deficiencies identified by County maintenance crews are recorded and, wherever possible, corrected immediately.
 - c. Any debris, broken glass, foreign objects, etc. are removed from the site during inspection or maintenance activities.
 - d. Where identified deficiencies cannot be corrected immediately:
 - i. The inspector or maintenance crew will erect caution tape to isolate the affected area.
 - ii. In such cases, qualified staff will be notified immediately to schedule the necessary corrective action as soon as feasibly possible.

Lethbridge County Roadside Mowing



Legend

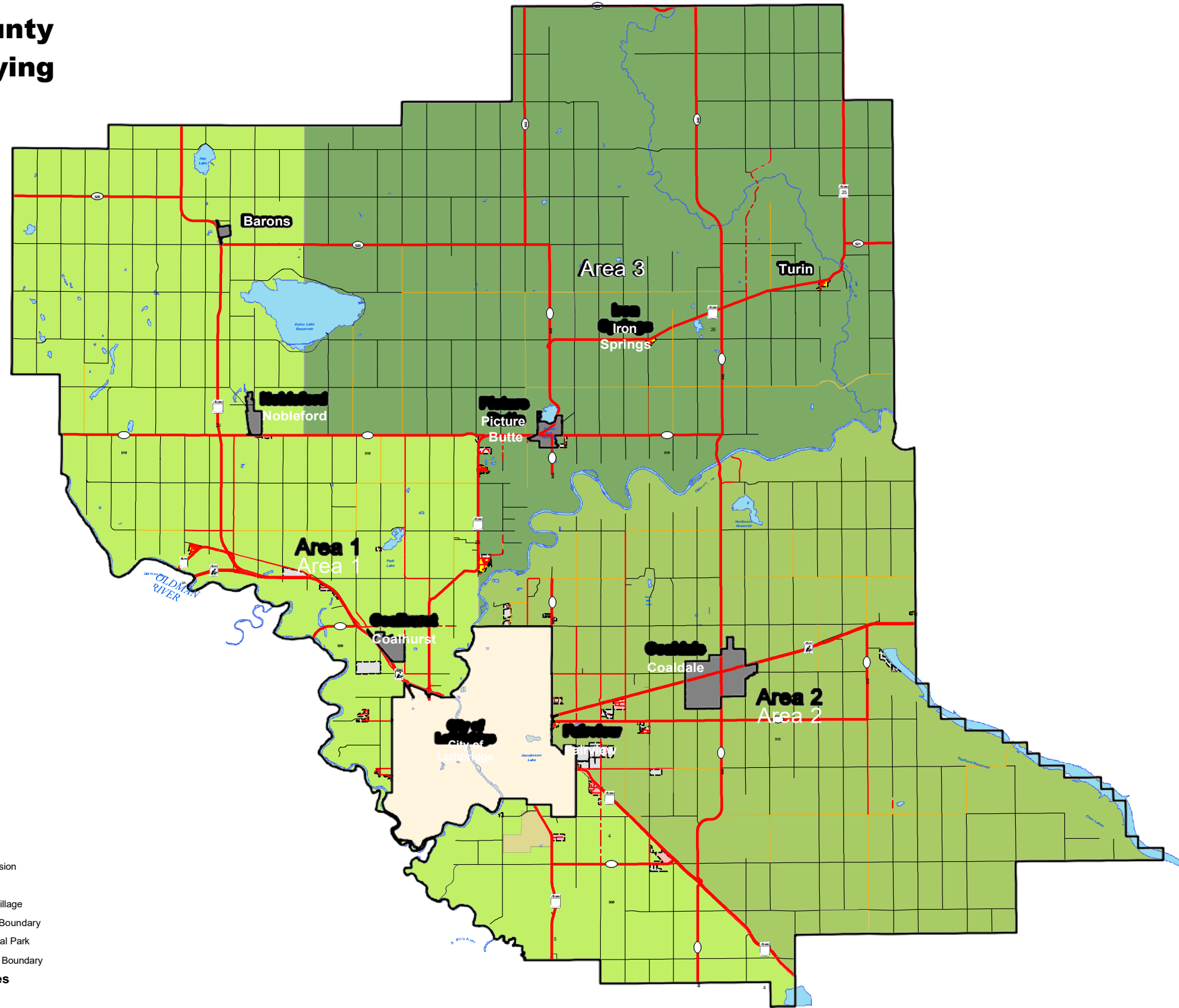
County Roads

- Gravel
- Gravel (Base Stabilized)
- Paved (HMA)
- Paved (CMA)
- Concrete
- Cement Stabilized
- Provincial Highways

- Hamlet
- Town/Village
- Subdivision
- Industrial Park
- Airport Boundary
- One Pass Area
- County Boundary



Lethbridge County Roadside Spraying



Legend

County Roads

- Gravel
- - - Gravel (Base Stabilized)
- Paved (HMA)
- Paved (CMA)
- Concrete
- Cement Stabilized
- Provincial Highways

- Subdivision
- Hamlet
- Town/Village
- Airport Boundary
- Industrial Park
- County Boundary
- Spray Zones**
- Area 1
- Area 2





McHappy Day®

For the love of families.

VIP SAVE THE DATE

April 04, 2024

Lethbridge County Office

I am writing to invite you to our upcoming McHappy Day® on **Wednesday, May 8, 2024.**

This year marks the 30th McHappy Day for McDonald's® Canada. It is the company's longest running and largest charitable initiative with more than 1,400 McDonald's restaurants celebrating McHappy Day this year, in support of Ronald McDonald House Charities® across Canada and other children's charities.

The impact of RMHC across our communities is far-reaching. Today, 1 in 4 Canadians has either stayed at RMHC or knows someone who has. Across the country, the RMHC network of programs enables access to Canada's 16 specialty children's hospitals for families who must travel to access medical care for their sick or injured child. The 16 Ronald McDonald Houses provide out-of-town families with a home to stay at while their child is being treated at a nearby hospital, while the 18 Ronald McDonald Family Rooms provide a comfortable place for families to rest and recharge, right inside hospitals.

Yet the need continues to grow. Today, RMHC across Canada is unable to support 4 out of 5 families who need their support due to lack of space.

In partnership with Jordan Brown, who is your local McDonald's franchisee for Brooks, Taber, and Coaldale, I would like to invite you to attend this event to show support and participate alongside my restaurant team during McHappy Day. Your involvement would offer a tremendous boost to the success of the event and help to further Big Brothers and Big Sisters and Ronald McDonald's House efforts to support families.

75% of the proceeds will go to our local partnered charity, *Big Brothers and Big Sisters*, and 25% to RMHC Alberta.

Big Brothers Big Sisters makes a positive difference in the lives of youth within your community by developing and implementing a wide range of mentoring programs that are available to youth in Coaldale, free of charge. Serving as role models, Big Brothers Big Sisters mentors teach by example the importance of giving and giving back, of staying in school, and of having respect for family, peers, and community. These programs focus on



McHappy Day[®]

For the love of families.

enabling life-changing mentoring relationships to ignite the power and potential of youth;
ensuring that all young people realize their full potential.

I thank you for your thoughtful consideration and I look forward to hearing from you. Please contact myself or Denise Krista R. Badeo, Community Engagement and Special Projects Lead for McDonald's Restaurants in Brooks, Taber, and Coaldale at 587.370.2488 or email denisekrista.badeo@post.mcdonalds.ca to book your VIP time or with any questions regarding McHappy Day.

Sincerely,

Sam Machan
Recruitment, Admin, and Teen Mentoring Caseworker
Big Brothers Big Sisters



**Big Brothers
Big Sisters**

Subject: Recognizing Seniors' Week 2024 - Community Declaration

For 38 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 3 to 9, and will be kicked off with a provincial launch event on June 3 in the Town of Banff.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, the declaration must be made by a senior official (i.e., Mayor/Reeve, Chief) of an Alberta community. This is done at the community level, such as at a town council meeting. If your community does not have a declaration template, attached is a Community Declaration. Once your community has made the declaration, kindly notify us at seniorinformation@gov.ab.ca by May 31, 2024, so that we can recognize your community on our website.

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit www.alberta.ca/seniors-week.aspx or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services

Government of Alberta



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3 – 9, 2024 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to be "J. Nixon", written over a horizontal line.

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services

Lethbridge & District Exhibition is set to bring the community together as Whoop-Up Days returns this summer from Aug. 20 - 24!

You are invited to join us as we launch our 2024 programming for Whoop-Up Days, Lethbridge & District Pro Rodeo and Warrior Relay Races, Siksikaitstapi Pow Wow and Princess Pageant, and many other exciting events.

You will have the opportunity to snack on fair-style foods while learning about the exciting events lined up at this year's fair and Pro Rodeo.

One of Lethbridge's longest-running traditions, Whoop-Up Days celebrates summer, while showcasing the best of southern Alberta's community spirit.

Event details

- Date: Wednesday, May 8
- Time: 12:30 p.m.
- Location: Agri-food Hub and Trade Centre – Main Lobby

RSVP: Please respond to this email to RSVP by Friday May 3, 2024

Kathy Grabowsky | Executive Administrator

P: 403.317-3201 | E: Kathy.grabowsky@agrifoodhub.ca

3401 Parkside Drive South - Lethbridge, AB - T1J 4R3

[Lethbridge & District Exhibition](#)

