



## AGENDA

### Council Meeting

9:30 AM - Thursday, September 1, 2022  
Council Chambers

Page

#### A. CALL TO ORDER

#### B. ADOPTION OF AGENDA

#### C. ADOPTION OF MINUTES

4 - 10

1. **County Council Meeting Minutes**  
[Council Meeting - 04 Aug 2022 - Minutes](#)

#### D. SUBDIVISION APPLICATIONS

11 - 19

1. **Subdivision Application #2022-0-120 – Gilmar Crane Service - Lot 1, Plan 8211420 within NW1/4 3-9-21-W4M**  
[Subdivision Application #2022-0-120 – Gilmar Crane Service - Lot 1, Plan 8211420 within NW1/4 3-9-21-W4M](#)

#### E. PUBLIC HEARINGS - 10:00 A.M.

20 - 50

1. **Bylaw 22-012 - Re-designate portion of NE/NW 12-9-19-W4 from Rural Agriculture to Rural Recreation- Public Hearing**  
[Bylaw 22-012 - Re-designate Portions of the NE/NW 12-9-19-W4 from RA to RR -Public Hearing](#)

#### F. DEPARTMENT REPORTS

##### F.1. COMMUNITY SERVICES

51 - 63

- F.1.1. **Bylaw 22-013 - Re-designate Plan 0011814 Lot 17 in the SW 6 10-21-W4 from Rural Urban Fringe to Grouped Country Residential- First Reading**  
[Bylaw 22-013 - Re-designate Plan 0011814 Lot 17 in the SW 6-10-21-W4 from Rural Urban Fringe to Grouped Country Residential - First Reading](#)

64 - 83

- F.1.2. **Bylaw 22-014 - Re-designate a portion of Plan 1012154 Block 5 Lot 1 in the SE 6 10-20-W4 from**

**Rural Agriculture to Grouped Country Residential-  
First Reading**

[Bylaw 22-014 - Plan1012154 Block 5 Lot 1 in the SE 6-10-20-W4 from Rural Agriculture to Grouped Country Residential - First Reading.](#)

84 - 86 F.1.3. **April-June 2022 Community Peace Officer Report**  
[April-June 2022 Community Peace Officer Report](#)

87 - 96 F.1.4. **Fire Service Response Fees Waiver Request**  
[Fire Service Response Fees Waiver Request](#)

F.1.5. **Iron Springs Parade - September 10 - Verbal Report**

**F.2. CORPORATE SERVICES**

97 - 117 F.2.1. **Quarterly Financial Report - May - July 2022**  
[Financial Report May - July 2022](#)

118 - 128 F.2.2. **2022 Business Tax Adjustments**  
[2022 Business Tax Adjustments](#)

129 - 131 F.2.3. **Tax Penalty Waiver Request**  
[Tax Penalty Waiver Request](#)

132 - 134 F.2.4. **2023 Budget Presentation Schedule**  
[2023 Budget Presentation Schedule](#)

**F.3. MUNICIPAL SERVICES**

**F.4. ADMINISTRATION**

**F.5. INFRASTRUCTURE**

**G. DELEGATIONS**

135 - 199 1. **Link Pathway Project - Phase 1 Approval Request**  
[Link Pathway Project - Phase 1 Approval Request](#)  
**11:00 a.m. - Peter Casurella - Link Pathway**

**H. CORRESPONDENCE**

200 - 201 1. **Town of Tofield - Victim Services Redesign**  
[Town of Tofield - Victim Services Redesign](#)

202 - 203 2. **Vulcan County - Transition to Ambulance Service Provider Contract**  
[Vulcan County - Transition to Ambulance Service Provider Contract](#)

204 - 206 3. **National Police Federation - Keep the Alberta RCMP**  
[National Police Federation - Keep the Alberta RCMP](#)

207 - 208 4. **Minister of Seniors and Housing**  
[Minister of Seniors and Housing](#)

**I. COUNTY COUNCIL AND COMMITTEE UPDATES**

209 - 212 1. **Lethbridge County Council Attendance Update - July 2022**  
[Lethbridge County Council Attendance Update - July 2022](#)

**J. NEW BUSINESS**

**K. CLOSED SESSION**

1. **1:30 PM - Proposed Regional Economic Development Initiative (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party and Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)**
2. **Waterline Discussion (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party and Section 21 - Disclosure Harmful to Intergovernmental Relations)**

**L. ADJOURN**



# MINUTES

## Council Meeting

9:30 AM - Thursday, August 4, 2022  
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, August 4, 2022, at 9:30 AM, in the Council Chambers, with the following members present:

**PRESENT:** Reeve Tory Campbell  
Deputy Reeve Klaas VanderVeen  
Councillor Lorne Hickey  
Councillor Mark Sayers  
Councillor John Kuerbis (Via Teams)  
Councillor Eric Van Essen  
Councillor Morris Zeinstra  
Chief Administrative Officer, Ann Mitchell  
Director of Community Services, Larry Randle  
Infrastructure Manager, Devon Thiele  
Manager of Finance & Administration, Jennifer Place  
Executive Assistant, Candice Robison  
Supervisor of Planning & Development, Hilary Janzen  
Senior Planner, Steve Harty

### A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:32 a.m.

Reeve Campbell provided a reminder that with Harvest season upon us that motorists slow down, take your time and share the road.

### B. ADOPTION OF AGENDA

181-2022	Deputy Reeve VanderVeen	MOVED that the August 4, 2022 Lethbridge County Council Meeting Agenda be approved as amended.	CARRIED
----------	-------------------------------	--	---------

### C. ADOPTION OF MINUTES

#### C.1. County Council Meeting Minutes

182-2022	Councillor Sayers	MOVED that the July 7, 2022 Lethbridge County Council Meeting Minutes be approved as presented.	CARRIED
----------	----------------------	---	---------

#### C.2. County Special Council Meeting Minutes

183-2022	Councillor Zeinstra	MOVED that the July 14, 2022 Lethbridge County Special Council Meeting Minutes be approved as presented.	CARRIED
----------	------------------------	--	---------

### F. DELEGATIONS

#### F.1. 9:30 a.m. - ORRSC - Lenze Kuiper

Lenze Kuiper, CAO of the Oldman River Regional Services Commission (ORRSC) was present to provide Council an update on the role and initiatives of ORRSC.



E. **PUBLIC HEARINGS - 10:00 A.M.**

E.1. **Bylaw 22-011 - Road Closure, Sale and Consolidation Road Plan 8419HB-  
Public Hearing**

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 22-011 at 10:04 a.m.

184-2022      Councillor      MOVED that the Public Hearing for Bylaw 22-011 commence at 10:05  
Hickey              a.m.  
  
CARRIED

Reeve Campbell asked three times if anyone from the public wished to speak in favour or opposition of Bylaw 22-011.

No one came forward.

185-2022      Councillor      MOVED that the Public Hearing for Bylaw 22-011 adjourn at 10:10  
Hickey              a.m.  
  
CARRIED

186-2022      Deputy              MOVED that the proposed road closure be sent to the Minister of  
Reeve              Transportation for Approval.  
VanderVeen  
  
CARRIED

D. **SUBDIVISION APPLICATIONS**

D.1. **Subdivision Application #2022-0-112 – Nieboer  
- Lot 1, Block 1, Plan 1112255 within SE1/4 4-11-23-W4M**

187-2022      Councillor      MOVED that the Commercial subdivision of Lot 1, Block 1, Plan  
Sayers              1112255 within SE1/4 4-11-23-W4M (Certificate of Title No. 151 283  
972 +2), to create a 4.94-acre (2.00 ha) commercial parcel from a  
subdivided title comprised of 25.02-acres (10.13 ha) for rural  
commercial 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 4.94-acre lot at the market value of \$15,000.00 per acre with the actual acreage and amount (approximately \$7,410.00) to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes. AND FURTHER that a Deferred Reserve caveat be registered on the remnant 19.90-acre title to reflect the 10% reserve requirement, with the actual acreage amount to be provided 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. This agreement may address the terms of any lot grading plans, access and road provisions required.

3. That the applicant provides a Plan of Survey by an Alberta Land Surveyor to illustrate the exact dimensions and size of the parcel as approved. The plan must include a 20-metre x 45-metre service road right-of-way from the direct highway access located on the remainder

- of Lot 1, Block 1, Plan 1112255 within the SE 4-11-23-W4M as shown on the surveyor's sketch.
4. That the applicant has a professional soils analysis and report completed for the new 4.94-acre vacant parcel to demonstrate suitability of a private on-site septic treatment system on the land, with the results to be as determined satisfactory to the Subdivision Authority.
  5. That legal and physical road access be provided to the satisfaction of Alberta Transportation, including in addition to the road dedication, the applicant must provide a 20-metre-wide service road right-of-way perpendicular to and across the highway frontage of the parcel to be created (proposed Lot 3, Block 1).
  6. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

G. **DEPARTMENT REPORTS**

G.1 **COMMUNITY SERVICES**

G.1.1. **Planning and Development Department - 2nd Quarter Report 2022**

Hilary Janzen, Supervisor of Planning and Development, presented the Planning and Development Department 2nd Quarter Report for 2022 to Council.

G.1.2. **Bylaw 22-012 - Re-designate portion of NE/NW 12-9-19-W4 from Rural Agriculture to Rural Recreation - First Reading**

188-2022	Deputy Reeve VanderVeen	MOVED that Bylaw 22-012 be read a first time.	CARRIED
----------	-------------------------------	---	---------

G.1.3. **Resolution - Road Closure, Sale and Consolidation of Road Plan 5110BM**

189-2022	Councillor Sayers	MOVED that closure of a portion of Road Plan 5110BM as shown on the attached sketch be approved by Resolution.	CARRIED
----------	----------------------	--	---------

G.1.7. **Resolution - Road Closure, Sale and Consolidation of Road Plan 4725BM**

190-2022	Deputy Reeve VanderVeen	MOVED that closure of a portion of Road Plan 4725BM as shown on the attached sketch be approved by Resolution.	CARRIED
----------	-------------------------------	--	---------

Reeve Campbell recessed the meeting at 10:53 a.m.

Reeve Campbell reconvened the meeting at 11:04 a.m.

F. **DELEGATIONS**

F.2. **11:00 a.m. - Bursary Awards - Kaylee Moorhead & Taiya Nickel**

Reeve Campbell presented the 2022 Lethbridge County Bursary recipients, Kaylee Moorhead and Taiya Nickel with their Bursary Awards.

**G. DEPARTMENT REPORTS**

**G.1. COMMUNITY SERVICES**

**G.1.4. Development Permit Application 2022-111  
City of Lethbridge Litter Fence  
SW 4-10-21-W4M**

191-2022 Councillor Kuerbis MOVED that Lethbridge County Council Approve Development Permit 2022-111 with conditions.

CARRIED

Councillor Sayers left the meeting at 11:30 a.m.

**G.1.5. Diamond City Community Hall Update and Request**

192-2022 Deputy Reeve VanderVeen MOVED that administration prepare a subdivision application and report to council recommending subdivision of approximately .7 acres of land to replace the existing Diamond City Community Hall in its current location and that if approved, ownership of the new parcel be transferred and donated to the Diamond City Community Association for the purpose of allowing the Association to construct a new community hall.

CARRIED

**G.1.6. Town of Nobleford - Request for Fire Service Transition Costs follow up report**

193-2022 Deputy Reeve VanderVeen MOVED to divide the \$25,000 transition cost request by percentage based upon the fire service area acquired between the Town of Nobleford and Town of Picture Butte, being 76.5% (\$19,125) for Nobleford and 23.5% (\$5,875) for Picture Butte as a one-time payment.

CARRIED

Reeve Campbell recessed the meeting at 12:05 p.m.

Reeve Campbell reconvened the meeting at 12:50 p.m.

Councillor Sayers returned to the meeting.

**G.2. CORPORATE SERVICES**

**G.2.1. Physician Recruitment - City of Lethbridge**

194-2022 Councillor Kuerbis MOVED that Lethbridge County commit \$15,000 towards physician recruitment marketing and advertising and that the funds be drawn from the Tax Equalization Reserve.

CARRIED

**G.3 ADMINISTRATION**

**G.3.1. 2022 Pincher Creek Parade and Dignitary Luncheon - August 20, 2022  
- Pincher Creek, AB**

195-2022 Deputy Reeve VanderVeen MOVED that Council send regrets to the Town of Pincher Creek for their parade and dignitary luncheon on Saturday, August 20, 2022.

CARRIED

**G.3.2. Green Acres Foundation - Picture Butte Location - Verbal Report**

196-2022     Councillor     MOVED that administration be directed to draft a letter to the Minister  
Van Essen     of Seniors and Housing to address the concerns regarding the Green  
                         Acres Foundation facility in Picture Butte and to indicate the  
                         importance of transferring ownership of the building to the foundation.  
                         CARRIED

**G.3.3 Redistribution of Federal Electoral Districts - Verbal Report**

197-2022     Councillor     MOVED that administration be directed to draft a letter to be sent to  
Hickey         the Commission regarding the County's concerns with the  
                         Redistribution of Federal Electoral Districts.  
                         CARRIED

**G.4. INFRASTRUCTURE**

**G.4.1. Asset Management Update**

Devon Thiele, Infrastructure Manager and Mike Bly, GIS & Asset  
Coordinator provided an Asset Management update to Council.

**G.5. MUNICIPAL SERVICES**

**H. CORRESPONDENCE**

**H.1. Royal Canadian Mounted Police**

**I. NEW BUSINESS**

**J. COUNTY COUNCIL AND COMMITTEE UPDATES**

**J.1. Lethbridge County Council Attendance Update - June 2022**

Council reviewed the highlights from the Lethbridge County Council Attendance  
Update for June 2022.

**Division 1  
Councillor Lorne Hickey**

June 1         FCSS Meeting  
June 8         Discussion on Proposed Commercial/Industrial Tax Incentive Bylaw  
June 9         Lethbridge County/Town of Coaldale IDP Committee Meeting  
June 16        Lethbridge County Council Meeting  
June 22        Bursary Committee Meeting  
June 22        Green Acres Finance and Audit Committee Meeting  
June 27        McNally Community Association Donation Presentation  
June 29        Green Acres Board Meeting

**Division 2  
Reeve Tory Campbell**

June 1 – 6     2022 FCM Conference (travel days included)  
June 7         Exhibition Park Media Lunch, Whoop-Up Days and Pro Rodeo  
June 8         Meeting with MLA Neudorf, Water Forum Planning/Discussion  
June 8         Discussion on Proposed Commercial/Industrial Tax Incentive Bylaw  
June 9         Lethbridge County/City of Lethbridge Meeting  
June 15        EDL Board Meeting  
June 16        Lethbridge County Council Meeting

June 16	Meeting with Mayor Van Rijn, Town of Coaldale
June 20	Value Scoping, Palliser Schools, Town of Coalhurst
June 21	Emergency Advisory Committee Meeting
June 22	Meeting with Town of Coaldale re: Water
June 22	Grand Opening, Festival Square Lethbridge
June 23	Value Scoping, Palliser Schools, Town of Coalhurst
June 24	Mayors and Reeve, Joint Session, Taber
June 24	Healthcare in Alberta – Conversation re Challenges & Opportunities
June 27	Value Scoping, Palliser Schools, Town of Coalhurst
June 28	Interview, re: Town of Coaldale Fire Master Plan
June 28	Water Forum hosted by MLA Neudorf
June 29	Council & SLT Team Building Event
June 29	Rural Economic Development Engagement Session

**Division 3**  
**Councillor Mark Sayers**

June 7	Discussion on Proposed Commercial/Industrial Tax Incentive Bylaw
June 9	Lethbridge County/Town of Coaldale IDP Committee Meeting
June 16	Lethbridge County Council Meeting
June 21	Emergency Advisory Committee Meeting
June 22	Bursary Committee Meeting
June 23	SouthGrow Board Meeting AGM
June 29	Council & SLT Team Building Event

**Division 4**  
**Councillor John Kuerbis**

June 1-6	2022 FCM Conference
June 16	Lethbridge County Council Meeting
June 22	Community Futures AGM & Regular Board Meeting
June 22	Bursary Committee Meeting

**Division 5**  
**Councillor Eric Van Essen**

June 8	Discussion on Proposed Commercial/Industrial Tax Incentive Bylaw
June 16	Lethbridge County Council Meeting

**Division 6**  
**Deputy Reeve Klaas VanderVeen**

June 9	Lethbridge County/City of Lethbridge Meeting
June 15	SAEWA Meeting
June 16	Lethbridge County Council Meeting
June 28	Water Forum hosted by MLA Neudorf
June 29	Council & SLT Team Building Event

**Division 7**  
**Councillor Morris Zeinstra**

June 8	Discussion on Proposed Commercial/Industrial Tax Incentive Bylaw
June 16	Lethbridge County Council Meeting
June 21	Emergency Advisory Committee Meeting

K. **CLOSED SESSION**

***K.1. Proposed Regional Economic Development Initiative - Follow-up Report (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party and Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)***

198-2022      Councillor      MOVED that the Lethbridge County Council Meeting move into Closed  
Hickey      Session, pursuant to Section 197 of the *Municipal Government Act*,  
the time being 1:55 p.m. for the discussion on the following:

K.1. Proposed Regional Economic Development Initiative - Follow-up  
Report (FOIP Section 16 - Disclosure Harmful to Business Interests of  
a Third Party and Section 25 - Disclosure Harmful to Economic and  
Other Interests of a Public Body)

Present during the Closed Session:  
Lethbridge County Council  
Senior Management  
Administrative Staff  
CARRIED

199-2022      Councillor      MOVED that the Lethbridge County Council Meeting move out of the  
Van Essen      closed session at 2:38 p.m.  
CARRIED

L. **ADJOURN**

200-2022      Councillor      MOVED that the Lethbridge County Council Meeting adjourn at 2:39  
Hickey      p.m.  
CARRIED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2022-0-120 – Gilmar Crane Service  
- Lot 1, Plan 8211420 within NW1/4 3-9-21-W4M  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 18 Aug 2022  
Approved - 21 Aug 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to resubdivide a 5.01-acre parcel to create titles of 2.65 & 2.37 acres respectively in size, for industrial use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2022-0-120 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, the IDP, and the municipal subdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The industrial subdivision policies are within Land Use Bylaw (LUB) No. 1404 that allows subdivision of land designated to Rural General Industrial (RGI).
- This parcel has been zoned since 1968 for industrial use (used to be known as the Victory Equipment property).
- The property is within the Rave Industrial Park, established with a 1982 Area Structure Plan (ASP), and the original ASP illustrated a 2.5-acre lot at this west location.
- The land is subject to the Lethbridge County and the City of Lethbridge Intermunicipal Development Plan (IDP). The IDP recognizes a subdivision may be considered in the Rave Industrial Park provided the County's standards and criteria are met.
- The proposal aligns with the County's Industrial-Commercial Land Use Strategy which encourages new industrial uses to be considered in established business parks.

**BACKGROUND INFORMATION:**

Located within the Rave Industrial Park south of 8 Ave N, adjacent to the east side of 43 St. N and the City of Lethbridge boundary. The application is to separate the long-established yard with a dwelling and associated shop buildings on the west portion, from the remainder 2.37-acre east portion used for industrial use/storage by Gilmar Crane Service.

The residential use is non-conforming and will eventually be phased out. The lot is serviced currently through the County provided (city) water system and an individual underground septic tank system. The east lot may be serviced in a similar manner if any use beyond a storage yard was proposed. The west 2.65-acre lot has an access in place to the west 43 St. and the east portion to the north Rave internal road system (8 Ave North). In the future, 8 Ave North could also provide access for the west lot and the city stated any further development or change in use would require this. It is noted the proposed property line will intersect through a shed on the south perimeter that must be removed as a condition of approval.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for the RGI land use district. The proposal conforms to the IDP with the City, as the IDP enables further subdivision in the Rave business park provided the County's criteria are met.

The application was circulated to the required external agencies with no concerns expressed (no requests for utility easements at time of agenda report). Alberta Transportation and the City of Lethbridge both have no objections.

**ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision criteria are met.

Pros:

- there are no advantages to denying the subdivision as it meets the IDP policies and the Rural General Industrial subdivision criteria of the County

Cons:

- a refusal would likely be appealed by the applicants to the LPRT as the County's subdivision criteria have been met and the appropriate zoning is in place

**FINANCIAL IMPACT:**

No direct financial impacts to the County.

**LEVEL OF PUBLIC PARTICIPATION:**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

**ATTACHMENTS:**

[5A 2022-0-120 Lethbridge County APPROVAL Diagrams for Lethbridge County 2022-0-120](#)



## RESOLUTION

2022-0-120

**Lethbridge County**

**Industrial** subdivision of Lot 1, Plan 8211420 within NW1/4 3-9-21-W4M

THAT the Industrial subdivision of Lot 1, Plan 8211420 within NW1/4 3-9-21-W4M (Certificate of Title No. 091 110 270), to subdivide a 5.01-acre (2.03 ha) parcel to create titles 2.65 & 2.37 acres (1.07 & 0.96 ha) each respectively in size, for industrial 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. The applicant is responsible for payment of any applicable servicing and off-site levy fees payments, applicable to their acreage share, including City of Lethbridge fees if applicable which may be addressed through the terms of the Development Agreement.
3. The applicant must remove the small shed so there is no encroachment over the new shared property line, to the satisfaction of the Subdivision Authority, prior to final endorsement.
4. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided, as approved.
5. That any easement(s) as required by utility companies 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 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 land is within the County and City of Lethbridge IDP boundary which recognizes the Rave industrial park, and a single isolated subdivision may be considered provided the standards and criteria are met. The City has no objections to the proposal.
4. The application and lot sizes conform to the County's subdivision criteria for Rural General Industrial (RGI) land use and the lot size meets and exceeds the minimum size required.

### INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) 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 Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)

2022-0-120  
Page 1 of 3

- (d) The City of Lethbridge – Janet Gutsell, Senior Subdivision Planner:

"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 future development or change of use of the western parcel will include removal of the access on to 43rd Street North."

- (e) Telus Communications Inc has no objection.

- (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](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

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

- (h) SMRID – Linda Park, Land Administrator:

"Further to your July 19th, 2022 application in respect to the above-noted, the area of interest is currently classified as "dry", therefore we have no objection to the proposed subdivision.

A Service Fee of \$100.00 plus GST will apply."

- (i) Alberta Health Services – Sandip Gill, Environmental Public Health:

"Thank you for the opportunity to comment. We wish to provide the following comments:

- Each parcel of residential land should have access to a legal source of drinking water as designated by the appropriate regulatory authority.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided.
- We support the phasing out of the residential property use due to the industrial use of the area.
- 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.

Please contact me should you have any questions."

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

"This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Subdivision and Development Regulation, due to the proximity of Highway 3

The proposal is contrary to Section 18 and subject to the requirements of Section 19(2) of the Subdivision and Development Regulation, being Alberta Regulation 84/2022 ("the regulation").

To that end, the parcel to be created will be well removed from Highway 3 with indirect access to the highway being gained solely by way of local roads. As such, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 20 of the regulation, in this instance, Alberta Transportation grants a waiver of said Sections 18 and 19(2).

The subject property is outside of our control lines and a permit from Alberta Transportation will not be required and development of the parcels could proceed under the direction, control and management of the municipality. The applicant could contact the undersigned, at Lethbridge 403- 388-3105, in this regard.

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, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation 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."

(k) Canada Post has no comment.

---

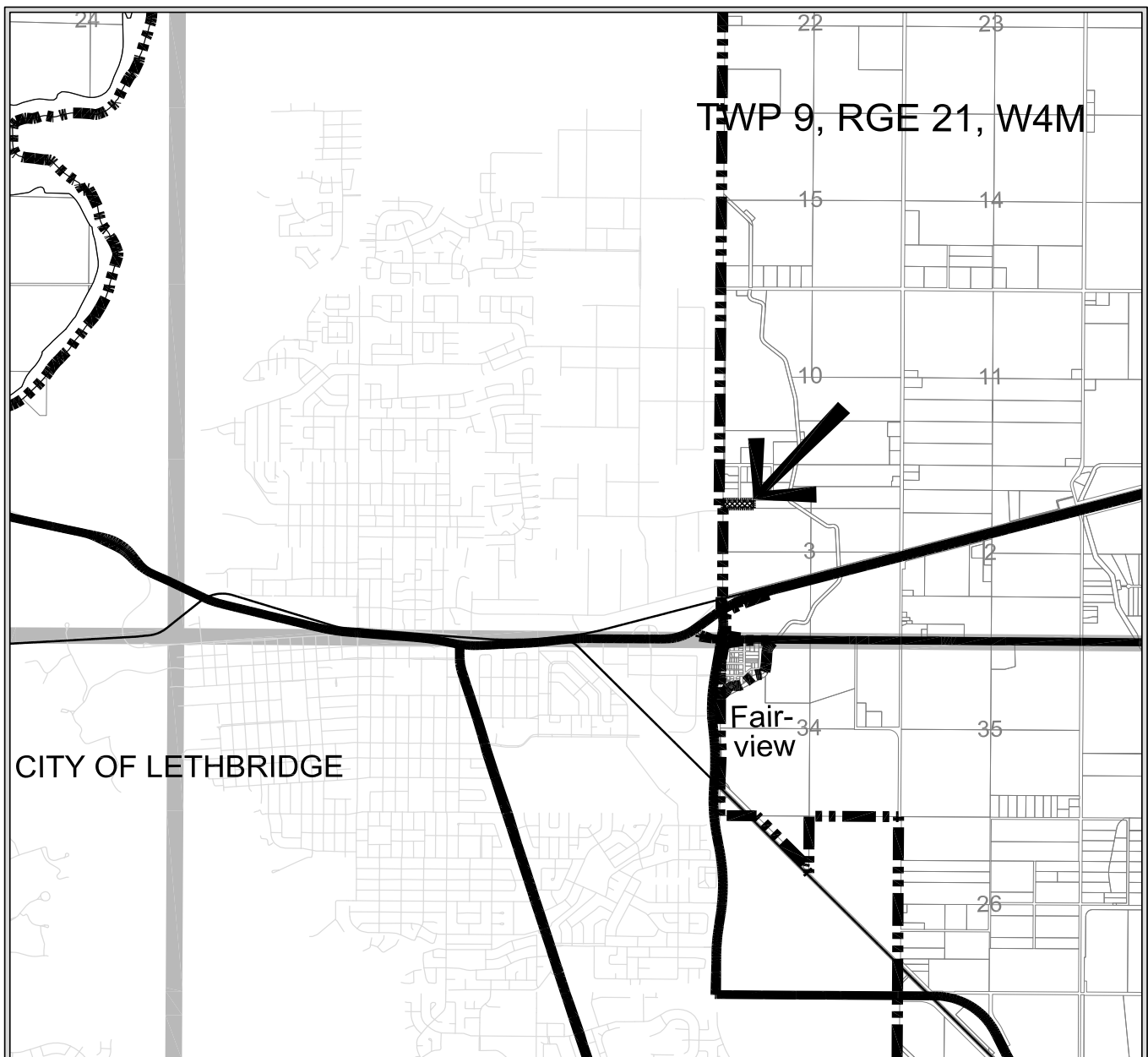
MOVER

---

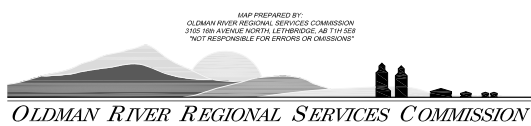
REEVE

---

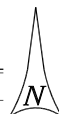
DATE

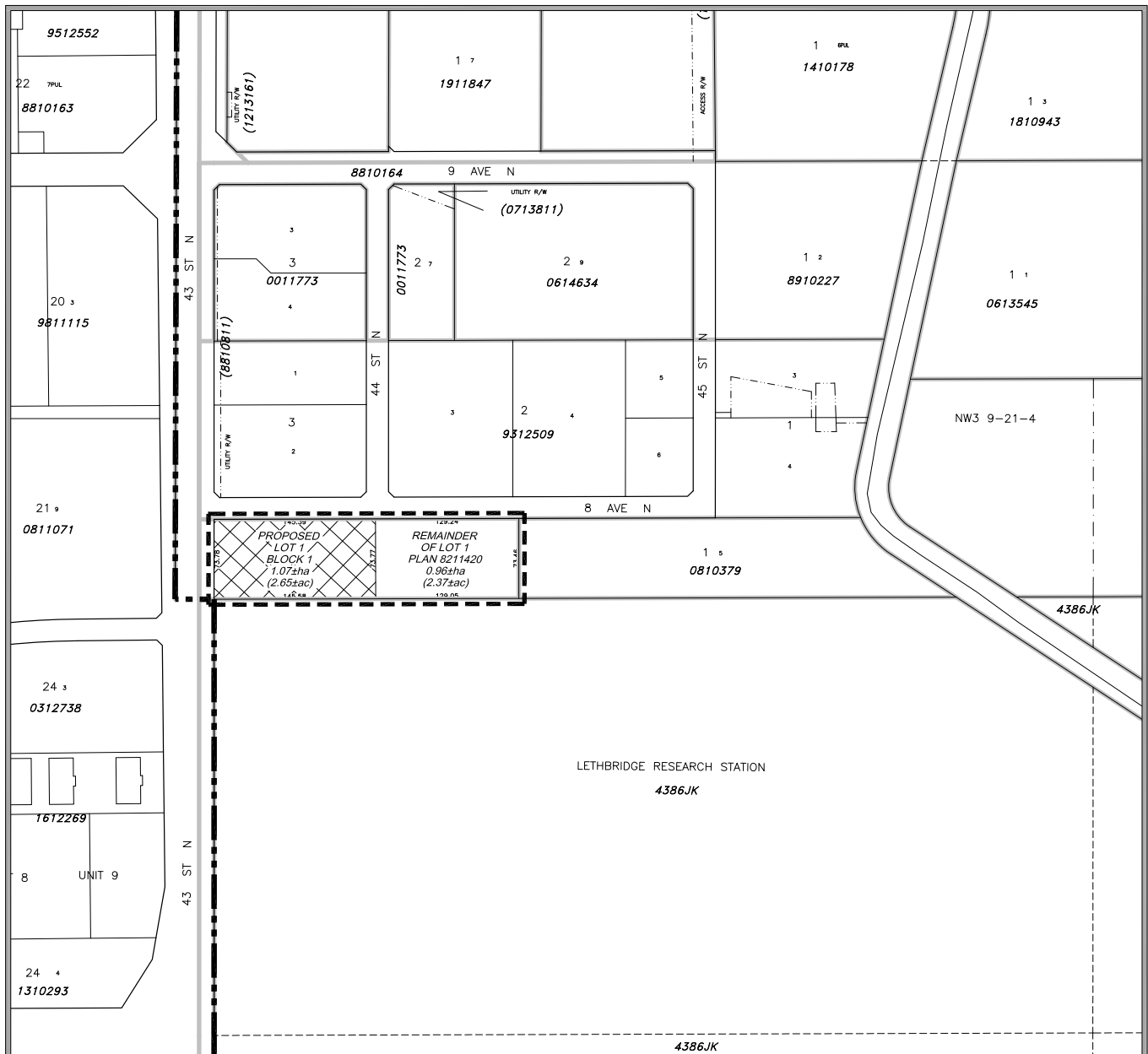


SUBDIVISION LOCATION SKETCH  
 LOT 1; PLAN 8211420  
 WITHIN NW 1/4 SEC 3, TWP 9, RGE 21, W 4 M  
 MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: JULY 13, 2022  
 FILE No: 2022-0-120



July 18, 2022 N:\Sub\2022\0-120-0-120.dwg





## SUBDIVISION SKETCH

LOT 1; PLAN 8211420

WITHIN NW 1/4 SEC 3, TWP 9, RGE 21, W 4 M

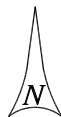
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JULY 13, 2022

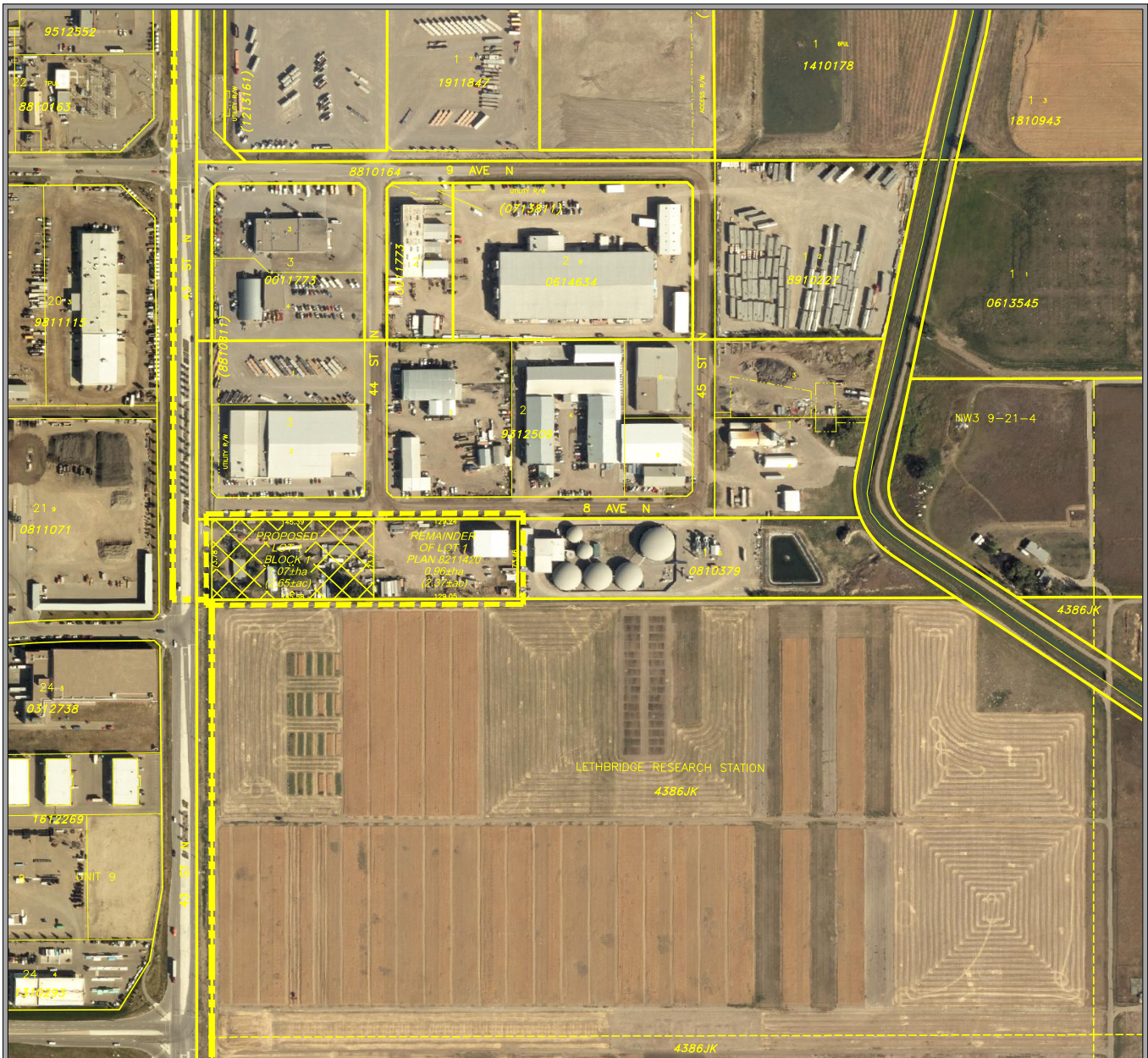
FILE No: 2022-0-120



July 18, 2022 N:\SubPlan\2022-0-120.dwg



Page 2 of 2



## SUBDIVISION SKETCH

LOT 1; PLAN 8211420

WITHIN NW 1/4 SEC 3, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JULY 13, 2022

FILE No: 2022-0-120

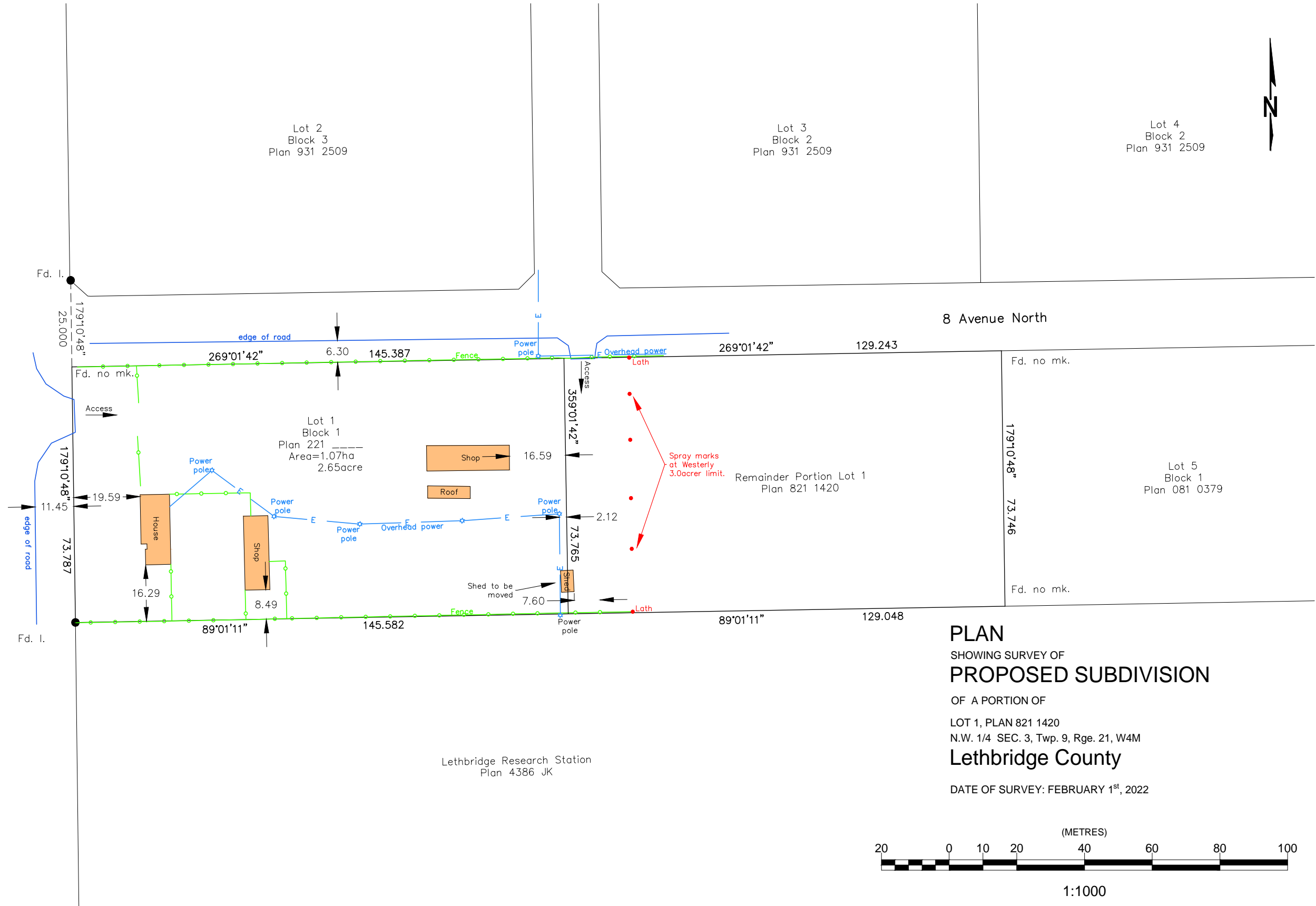


July 18, 2022 N:\Sub\2022-0-120.dwg



AERIAL PHOTO DATE: 2018

43 Street North

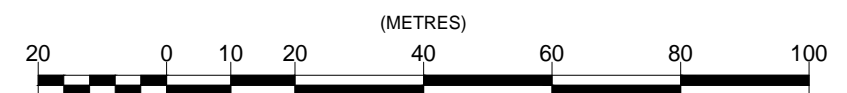


**PLAN**  
SHOWING SURVEY OF  
**PROPOSED SUBDIVISION**

OF A PORTION OF  
LOT 1, PLAN 821 1420  
N.W. 1/4 SEC. 3, Twp. 9, Rge. 21, W4M

**Lethbridge County**

DATE OF SURVEY: FEBRUARY 1<sup>st</sup>, 2022





# AGENDA ITEM REPORT



**Title:** Bylaw 22-012 - Re-designate portion of NE/NW 12-9-19-W4 from Rural Agriculture to Rural Recreation- Public Hearing  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 05 Aug 2022  
Approved - 06 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

An application has been made to re-designate portions of the NE/NW 12-9-19-W4 from Rural Agriculture to Rural Recreation to allow for the expansion of the existing campground and recreational area.

## RECOMMENDATION:

That Bylaw 22-012 be read a second time.  
That Bylaw 22-012 be read a third time.

## REASON(S) FOR RECOMMENDATION(S):

The proposed bylaw will allow for the future expansion of an existing recreational area which would be beneficial to the county and the region.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use designation.

## BACKGROUND INFORMATION:

An application has been made to re-designate portions of the NE/NW 12-9-19-W4 from Rural Agriculture to Rural Recreation. The intent of this application is to allow for the expansion of the existing Stafford Park area including the campground as noted on the application submitted. The existing campground and recreational area was established in 1985 with the creation of the Stafford Reservoir. The campground was closed in 2010 after the 25 year lease between the Town of Coaldale and the landowner at that time expired. The campground and recreational area reopened in



2016 and allowed for 90 RV sites, a concessions booth and recreational day use area. The campground and recreational area has seen much success in the last 6 years and the current landowners are looking to expand the campground area as well as the improve the day use areas and amenities on the site.

The application has been circulated to all County Departments and external agencies for review and their comment. No objections were received from external agencies or internal departments with regards to the proposed bylaw.

The Planning and Development Department has the following comments:

- The County has limited opportunities for recreational development and tourism. The proposed re-designation would build on the existing recreational development that could benefit tourism within the County and add to the local economy.
- The proposed development may cause some concerns with the adjacent residential development but with consideration for buffers, improved access, and traffic mitigation efforts, this could ease some of the concerns of the adjacent residents. The applicant did approach the residents within the Stafford Estates community and received support and objections to a proposed expansion. These comments are noted in the application submitted.
- With regards to the Lethbridge County Municipal Development Plan there is policy that supports the co-location of recreational and grouped country residential areas (Policy 8.3.b) and policy that supports the development of tourism resources (Policy 14.11).
- If the application were approved by County Council the applicant would be required to obtain a development permit prior to any expansion of the campground or recreational area. During the Development Permitting process, County administration would look:
  - at at the road use and traffic to determine what improvements may be required
  - landscaping
  - location of new campsites in proximity to the residential areas
  - amenities on the site
  - parking requirements for the day use area
- Overall the proposal would allow for a successful business and recreational area to expand.

The notice of the public hearing was advertised in the August 9 and 16 editions of the Sunny South News and a notice was also mailed to all the affected landowners. The applicant did approach the residents within the Stafford Estates community, prior to submitting the re-designation, and received support and objections to a proposed expansion. The concerns were generally regarding the landscaping, traffic, dust control, and impacts of day users on the site (noise, alcohol consumption).

#### **ALTERNATIVES / PROS / CONS:**

County Council may refuse second reading of the bylaw.

Pros: Refusing the bylaw would alleviate some concerns of the adjacent residents by not having additional amenities and users at the park.

Cons: The County and region would not benefit from an enhanced recreational area and tourism development. The refusal of the bylaw will not stop the current use of the recreational area which has an existing development permit.

#### **FINANCIAL IMPACT:**

If the bylaw was approved, future development would be taxed at the County's tax rate.

#### **LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Bylaw 22-012 RA to RR Application](#)

[Stafford Park expansion letter](#)

[22\\_012\\_RA\\_RR\\_Ortho](#)

[Bylaw 22-012 -1911371 AB LTD - Amendment to LUB](#)

[Comments - Davies](#)

[Comments - Nyrose and Hornford](#)

[Comments - Habraken](#)

[Comments - Leith](#)



**LETHBRIDGE COUNTY**  
**APPLICATION FOR A**  
**LAND USE BYLAW AMENDMENT**  
Pursuant to Bylaw No. 1404

Form C

OFFICE USE		
Date of Application: <u>July 5, 2022</u>	Assigned Bylaw	No. <u>22-012</u>
Date Deemed Complete: <u>July 6, 2022</u>	Application & Processing Fee:	\$ <u>1500.00</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. (Refer to sections 53(1))

**IMPORTANT NOTE:** Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

**APPLICANT INFORMATION**

**Name of Applicant:** 1911371 Alberta Ltd Nelson Porter

**Mailing Address:** Box 69 Barnwell AB

**Phone:** 403 634 4997

**Phone (alternate):** 403 223 2277

**Email:** staffordlakeresort@gmail.com

**Postal Code:** T0K 0B0

**Is the applicant the owner of the property?** ☒ Yes ☐ No  
IF "NO" please complete box below

<b>Name of Owner:</b> _____	<b>Phone:</b> _____
<b>Mailing Address:</b> _____ _____ _____	<b>Applicant's Interest in the property:</b> <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
<b>Postal Code:</b> _____	

**PROPERTY INFORMATION**

**Municipal Address:** 190057 Twp Rd 9-2, Lethbridge County, AB T0K0B0

**Legal Description:** Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
OR Quarter NW&NE Section 12 Township 9 Range 19

## AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

**Current Land Use Designation (zoning):**

Rural Agricultural

**Proposed Land Use Designation (zoning) (if applicable):**

Rural Recreational

### SITE DESCRIPTION:

Describe the **lot/parcel dimensions** \_\_\_\_\_ and **lot area/parcel acreage** total RE Area 97 acres  
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ **Site or Plot Plan Attached**

☒ **Conceptual Design Scheme or Area Structure Plan Attached**

### OTHER INFORMATION:

Section 52 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
  - soils analysis; and/or
  - evaluation of surface drainage or a detailed storm water management plan;
  - and any other information described in section 52(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;
- if deemed necessary.

## SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

## 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. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*

  
\_\_\_\_\_  
**APPLICANT**

  
\_\_\_\_\_  
**REGISTERED OWNER**  
(If not the same as applicant)

DATE: July 4 2022

*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 this 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 accordance 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](mailto:foip@lethcounty.ca) or call (403) 328-5525 or come into the office #100, 905-4th Avenue South, Lethbridge Alberta, T1J 4E4.*

## TERMS

1. Subject to the provisions of the Land Use Bylaw No. 1404 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the municipal development plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

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

LETHBRIDGE COUNTY  
#100, 905 - 4 AVENUE SOUTH  
LETHBRIDGE, ALBERTA  
T1J 4E4  
TELEPHONE: (403) 328-5525  
FAX: (403) 328-5602  
**O F F I C I A L   R E C E I P T**  
-----

1581959 ALBERTA LTD.

GST Reg. #: R106989023  
Receipt #: 0330690  
Date: 2022/07/05

Account #	Description	Opening Bal	Payment	Amount Due
1.3.599.10.5.00	LAND USE BYLAW AMENDMENT		1,500.00	

\*\* Payment Total: 1,500.00

000020

Cheque

1,500.00





# Stafford Lake Resort Rezoning Proposal July 2022

## Introduction

Stafford Park opened as a campground and beach in 1985. It has served the Lethbridge and county community for almost 40 years. Despite various periods of closure over the years it has been a great summer escape for the local community. A new ownership group reopened the park in 2015 and operated for 2 summers making slight improvements to the boat launch and beach. In 2018 the park underwent another corporate restructuring, and the park is now owned and operated by one entity. Over the past 5 years various upgrades and changes have occurred. Below are a few before and after pictures of these upgrades:

## 2015 - Before



## 2022 - After





After a lot of planning, hard work and investment the park has been brought back into full operation. We often get feedback from members of the community who used the park as youth and are glad that it is once again reopened so they can come with their families to enjoy it:

#### Stafford Park Reviews:

*"Tidy and clean beach with decent sand! A good find for southern Alberta."*

*"Glad these guys got their stuff together and reopened this park!" 🥰*

*"Congrats to the new owners and team at Stafford lake!! The place looks amazing and the upkeep is fantastic!! Well done! We've enjoyed almost every weekend there all summer long!"*

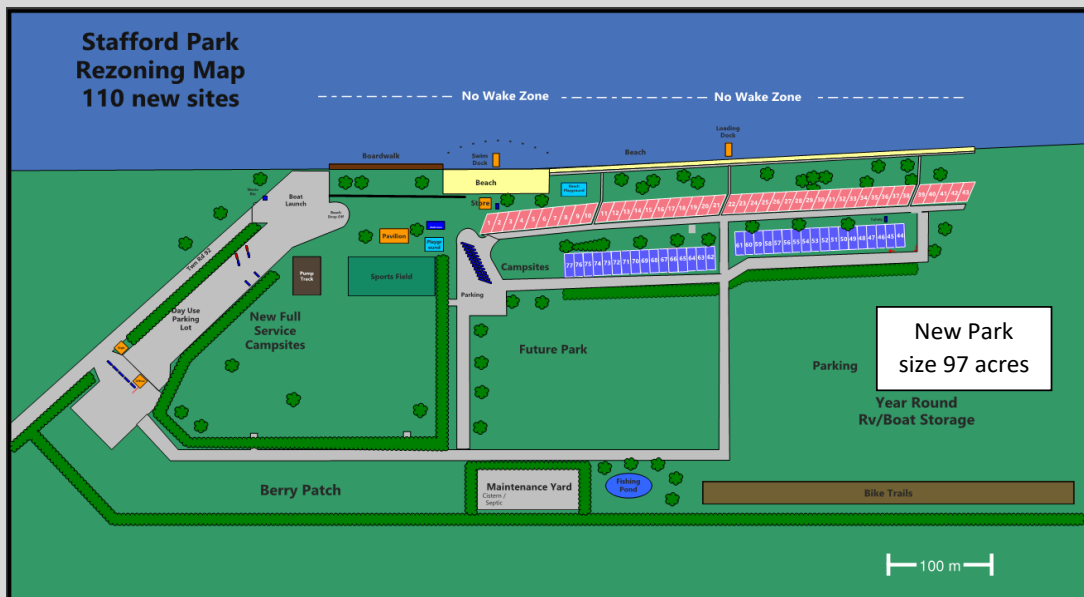
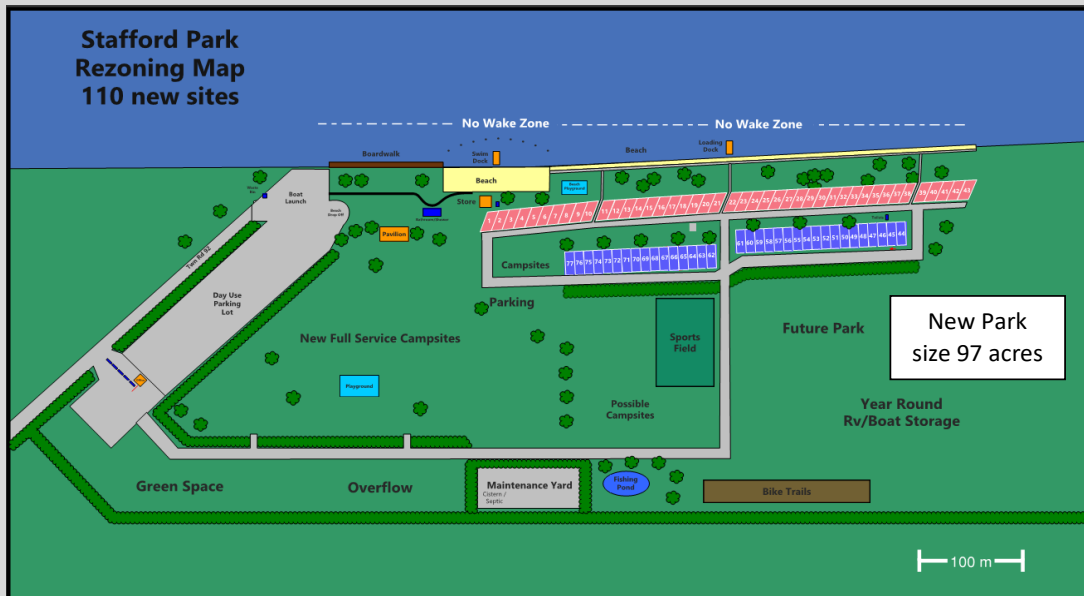


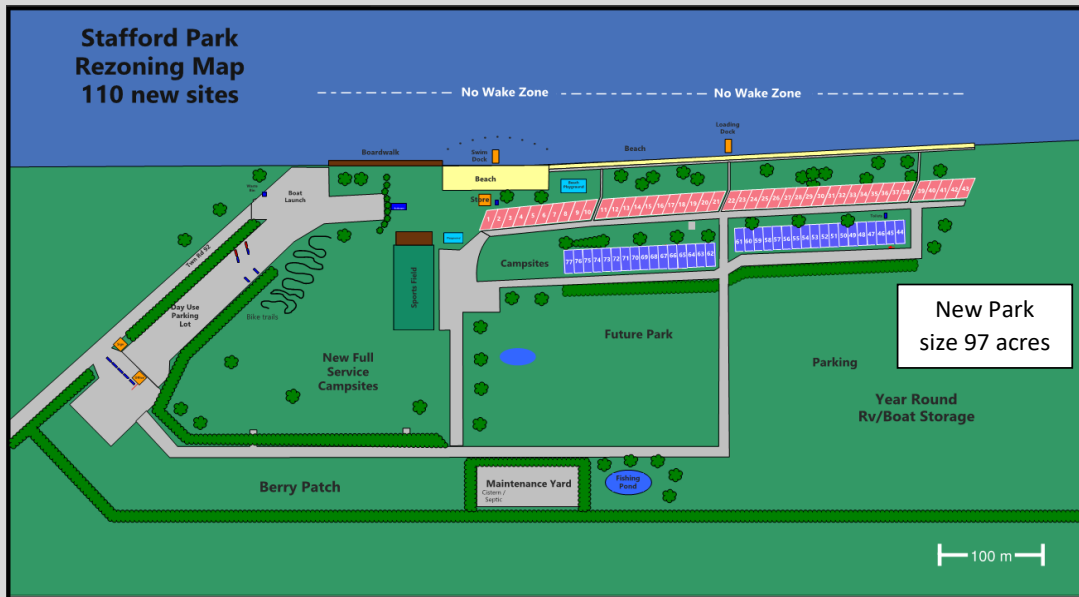
## Proposal

*With so much positive feedback and strong demand for more campsites we are proposing a rezoning and expansion to the park. This expansion would include:*

- *110 additional fully serviced campsites*
- *New Day use parking lot*
- *More amenities (playgrounds, bike trails, fishing pond, sport court, pavilion, further improvements to beach, soccer field etc.)*
- *Space for future campsites*

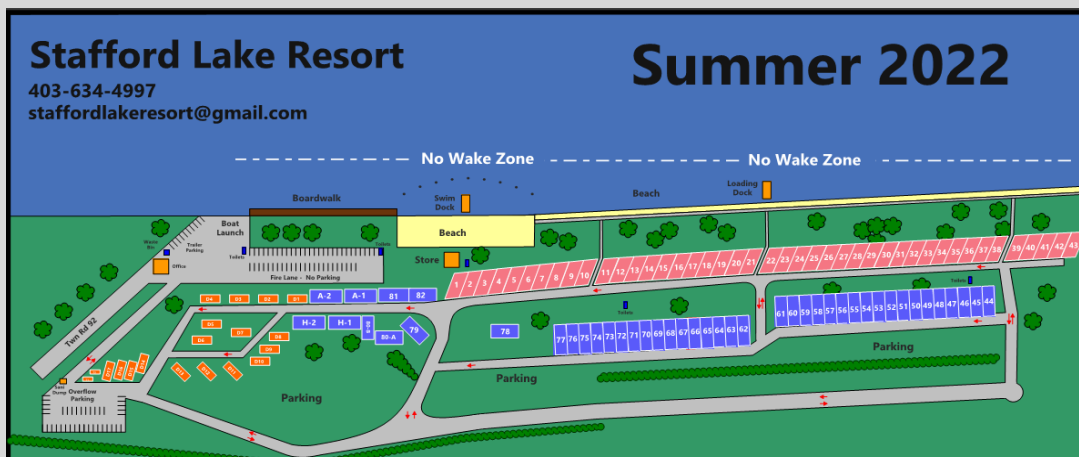
*A few different site designs are being considered:*



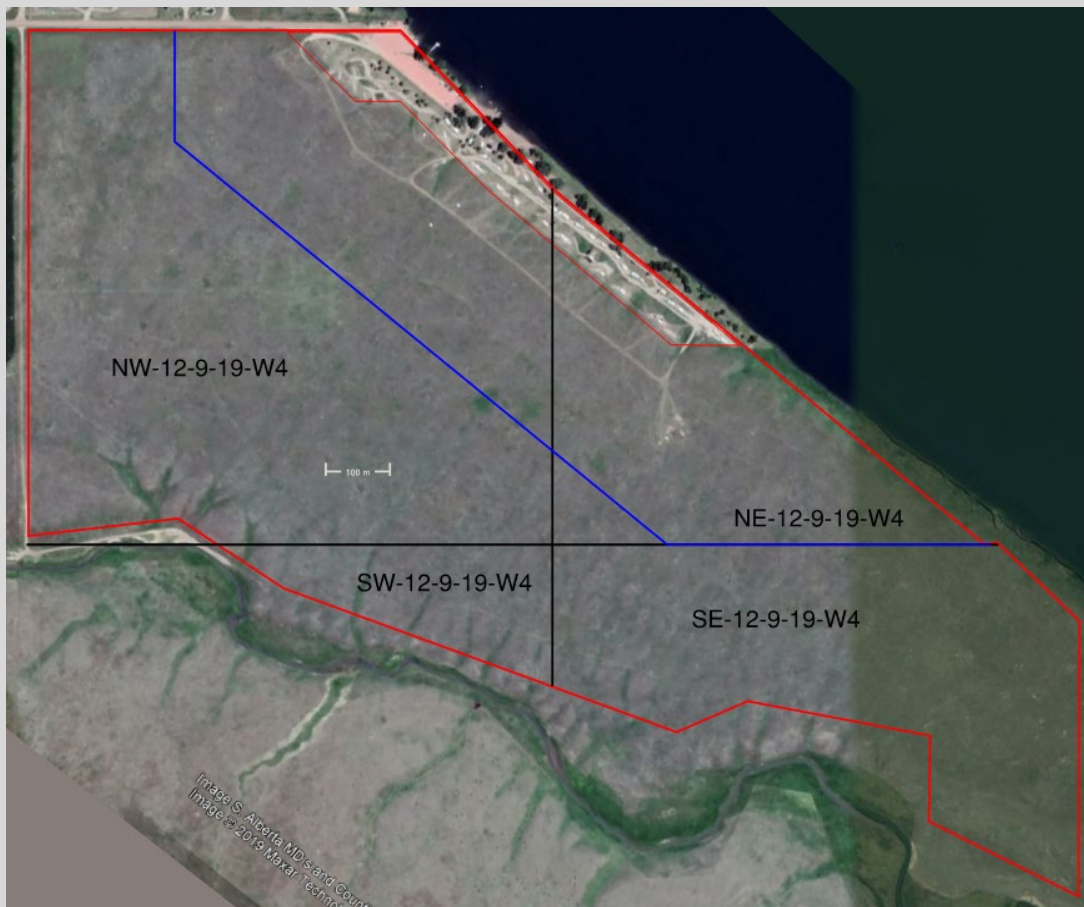


The expansion would take place in 2-3 phases with 25-50 campsites at a time.

Current Park map for reference:



Proposed new rezoning boundary in blue:



## Community Feedback



In March of 2022 we sent out a newsletter to the neighboring Stafford Estates community detailing our proposal for park expansion and rezoning. We asked for feedback on our expansion proposal and how they thought the park was being managed.

Out of the 19 neighboring residents we received eight responses. We were pleased to find that six were for expansion and only two were against it. The following are some general comments we received:

### **Positive:**

- "Thank you for your letter, we have no problem with expansion"
- "We are not against expansion and are happy with the park so far"
- "Thanks for your letter, it shows good corporate responsibility"
- "We like the landscaping you have done, please do more"
- "Generally supportive, the park looks awesome"

### **Suggestions:**

- Seasonal campers are fine but the day use people are not respectful
- Can you landscape your entrance, make sure you have a good emergency exit plan
- What can we do to slow down traffic?
- Provide a landscape buffer along 9-2 please
- "Dust control the entrance to your park"

### **Negative:**

- "We oppose expansion"
- "Too much traffic and too fast"
- "Boaters have too loud of music"
- "We have seen alcohol consumption on the lake"

This feedback has been useful to see where improvement can be made. Below are some solutions to some of these concerns:

**Concern - Traffic speed on 9-2**

By moving the park entrance 200 meters south west on range road 9-2 traffic there is less distance for vehicles to maintain or build speed when driving to and from the park. This will encourage vehicles to slow down to 30km/hr sooner instead of speeding down the hill to the lake.



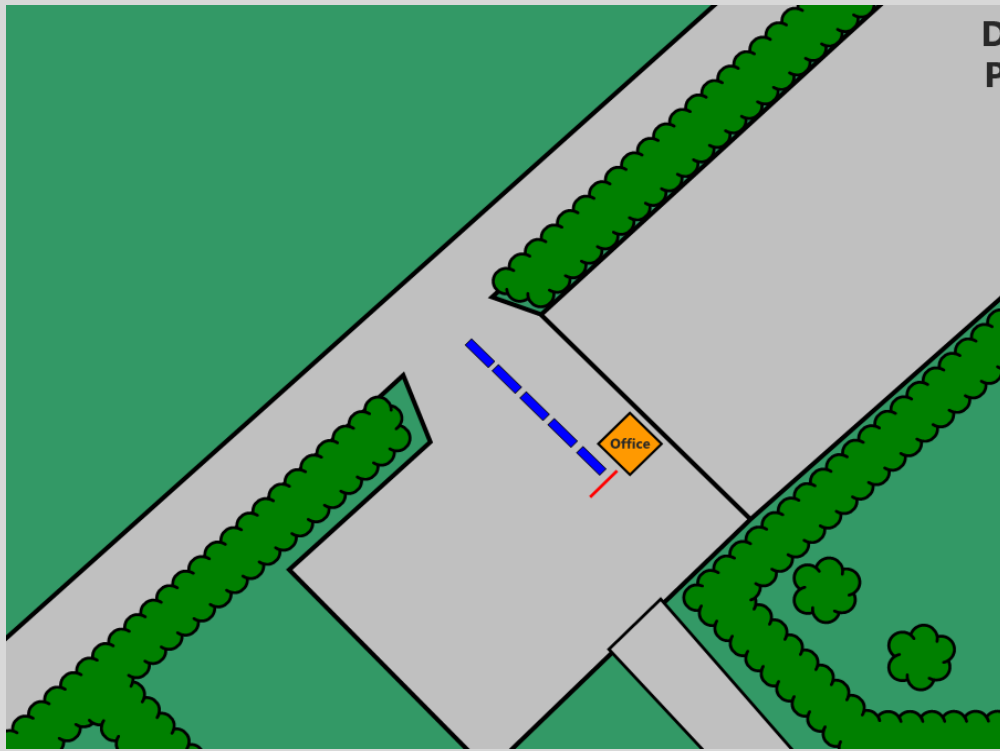
### Concern – Park entrance landscaping and dust control

The new park design shows a landscape buffer along all of road 9-2. This has already been started with a row of caragana bushes. We will continue to add to this landscape buffer to hopefully provide a sound and visual barrier to the park. In addition to a landscape barrier we would like to do more custom landscaping at the park entrance with rock, trees and grass. Finally, the entrance road and all of the park roads will be dust controlled.



**Concern – don't put park office too close to 9-2 so traffic backup doesn't spillover onto 9-2**

The office will be moved further into the park as to prevent vehicle backups onto 9-2.





**Concern – Day use public is not respectful, loud music on lake and alcohol consumption on lake**

The campground has rules regarding alcohol consumption and quiet hours after 11pm. These rules are strictly enforced, and our campers have been receptive. In our experience seasonal campers and season pass holders are usually the most respectful and considerate of others. Public disturbances while rare typically come from day use participants. We have had reports of alcohol consumption by boaters on the lake. In discussions with the police, they have advised that the best thing to do is report any violation to them immediately. Park policy is now to report any alcohol consumption on a watercraft immediately to the police as well as the park host. Park management will also be keeping track of any reports of this behavior and watercraft & license plates can be banned from returning to the park. The park has also put up new signs at the boat launch reminding the public that boating and drinking is against the law. New policies including closing the boat launch and park gate after 11 will be enforced.

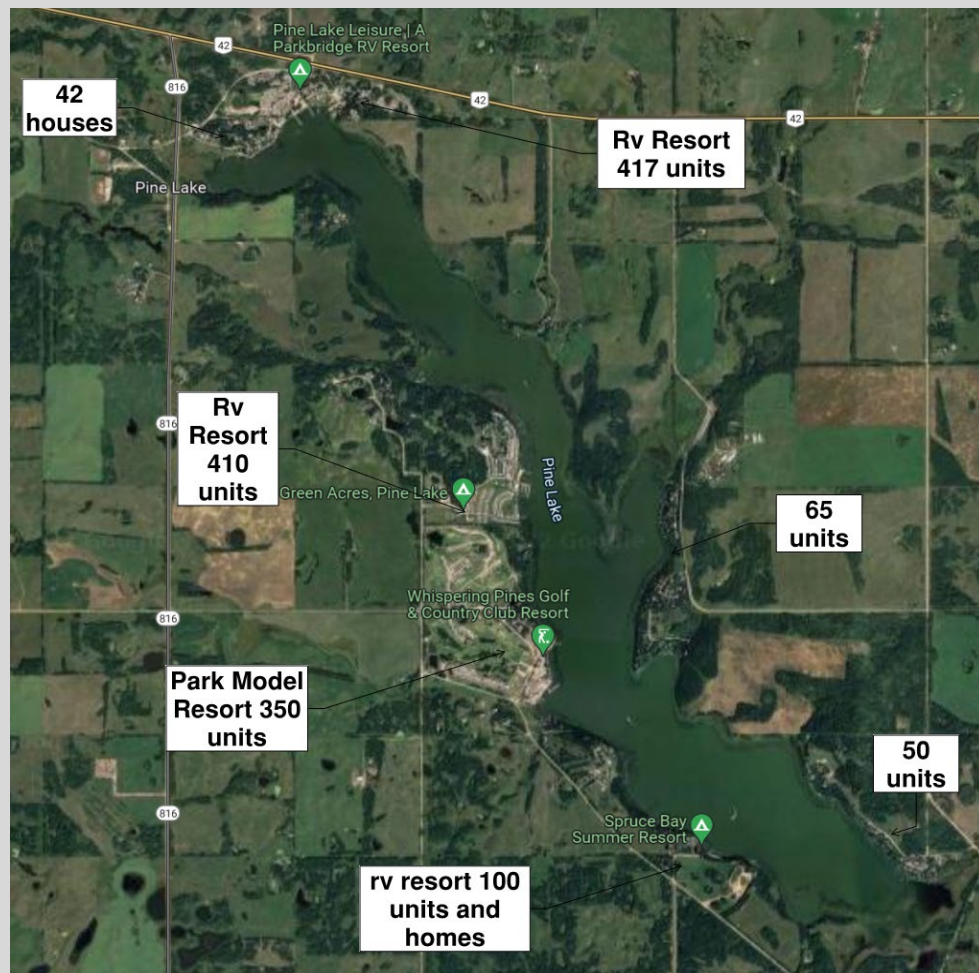


## Comparables - Density of units/lake size

**Pine Lake Alberta** – Lake size – 4 square km

Units (rv lots/houses) **1400+**

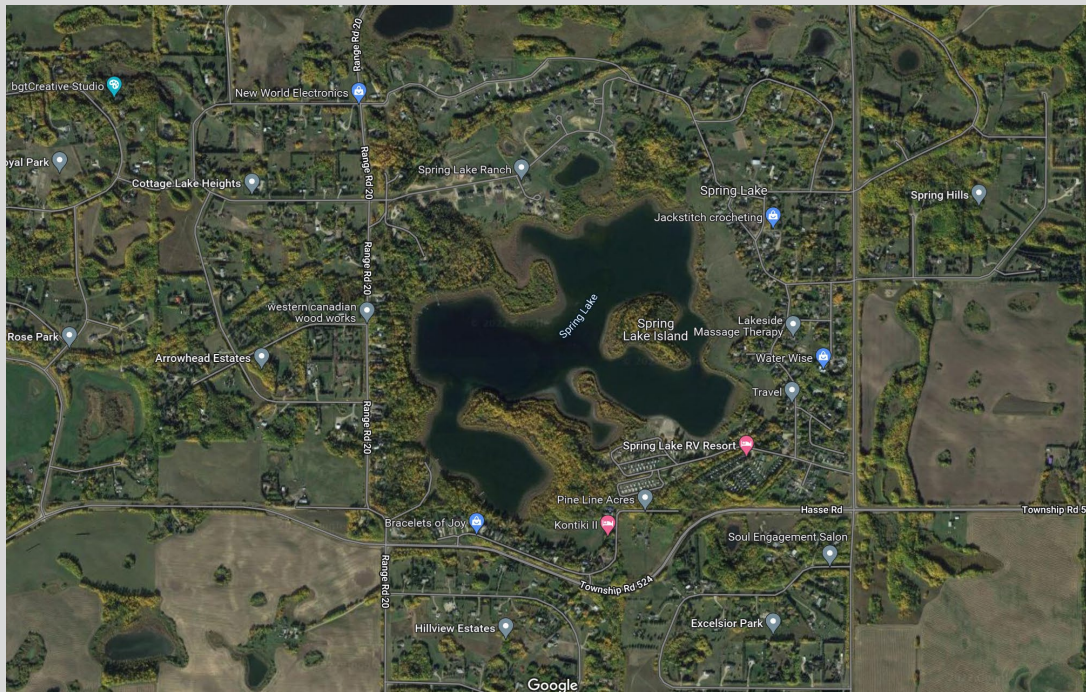
Density - Units/sq km of lake = **400**



## Spring Lake Alberta – Lake size 2 square km

Units (rv lots/houses) **442**

Density - Units/sq km of lake = **221**



**Stafford Lake** – Lake size 5 square km

Units (rv lots/houses) - 47 homes, 107 campsites = **154** total

Density - Units/sq km of lake = **31**



## Utilities:

### Water/Power/Sewer

Currently the campground gets potable water from the COLRWA. There is sufficient potable water from this source to supply the additional 110 campsites. All sewage is pumped to a sewage holding tank and then hauled off site to be disposed of to a local municipality. This would also continue as currently operated.


A new power meter would likely be installed by Fortis to support the additional 30 amp sites.








**Land Use Redesignation**  
**Bylaw 22-012: Rural Agriculture (RA) to Rural Recreational (RR)**  
**Parcels:**  
**Portion of NW/NE 12-9-19-W4**  
**Approximately 83 acres in total**  
**Located in Lethbridge County, AB**

 Rural Agriculture (RA) to Rural Recreational (RR)

 Existing Rural Recreational

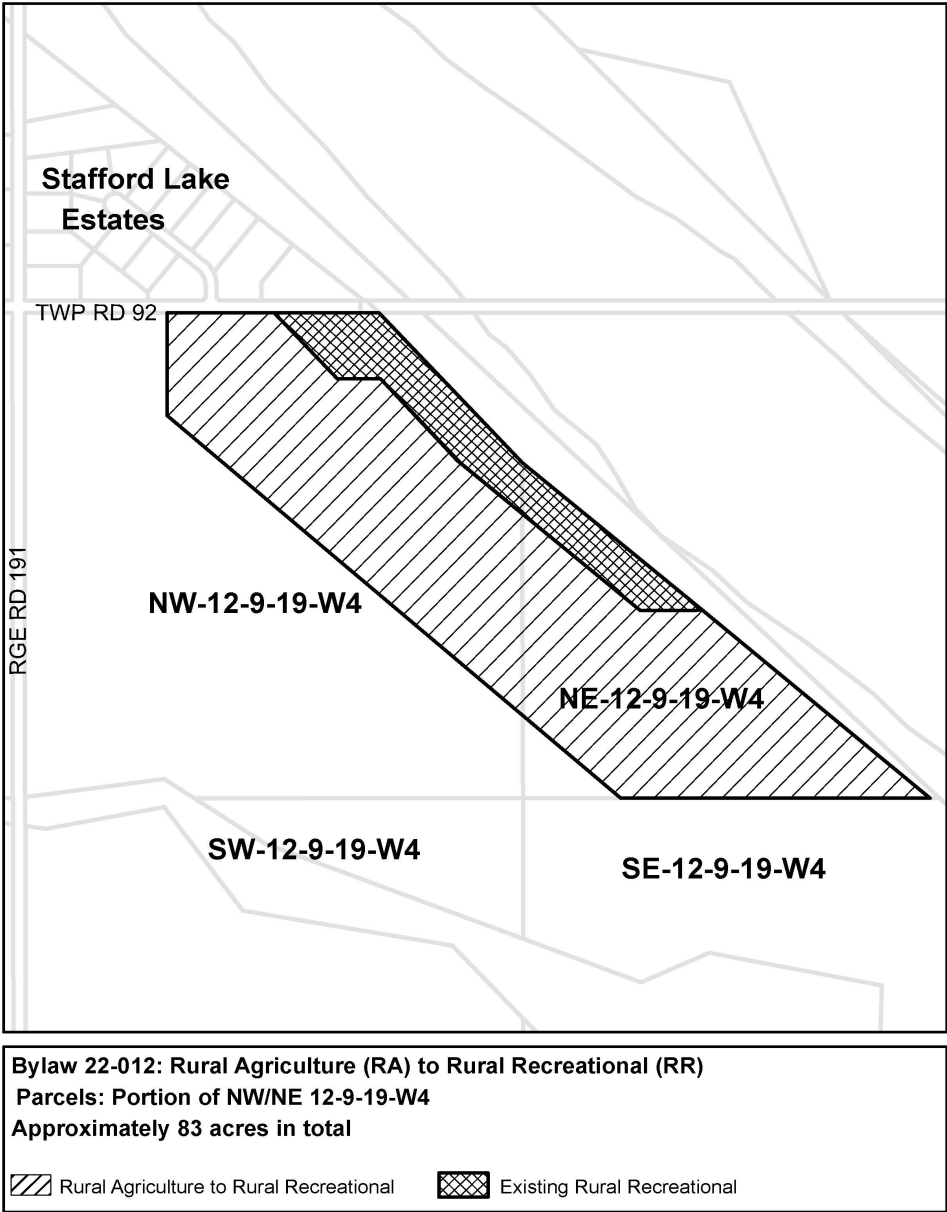
Page 23 of 31



**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 22-012**

Bylaw 22-012 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 22-012 is to re-designate portions of the NW and NE 12-9-19-W4 (83 acres), from Rural Agriculture (RA) to Rural Recreation (RR) as shown below;



AND WHEREAS the re-designation of the lands will allow for the expansion of the existing recreational development on the parcel;

AND WHEREAS the municipality must prepare an amending bylaw and provide for its notification and consideration at a public hearing;

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following, with the bylaw only coming into effect upon three successful reading thereof;

GIVEN first reading this 4<sup>th</sup> day of August 2022.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

1 <sup>st</sup> Reading	August 4, 2022
2 <sup>nd</sup> Reading	
Public Hearing	
3 <sup>rd</sup> Reading	



August 24, 2022

Hilary Janzen  
Supervisor of Planning & Development  
Lethbridge County

Re: Bylaw 22-012

We are opposed to approval of Bylaw 22-012 Rezoning (Rural Agriculture to Rural Recreation) – NE/NW 12-9-19-W4 as the County's infrastructure, specifically Township Road 9-2, is inadequate to support additional development.

Township Road 9-2 east of Highway 512 serves as the sole access to the Stafford subdivision and Stafford Lake Resort.

- Stafford subdivision (Estates & Landing) has 22 residential lots of which 20 are developed or under construction. Permanent population in the subdivision is currently 59.
- Stafford Lake Resort has boat launches, a day use area plus 107 approved campsites. Traffic to the resort has increased significantly since the park ownership change in 2018. This is likely due to increased amenities and greater public knowledge of the park.

The road is constructed as follows (from west to east):

- 100 meters of dust control (applied in mid-June)
- 1.3 kilometers of degraded base stabilized gravel
- 700 meters of dust control (applied in mid-June)

Traffic volumes on Township Road 9-2 vary significantly depending upon day of week and weather conditions. Week day traffic is estimated at 150 to 200 daily vehicle movements. Weekend traffic is estimated at 400 – 500 daily vehicle movements. These estimates are based on 1 hour sample counts which were conducted on August 17, 2022 and August 20, 2022. Addition of 100 campsites as proposed by the applicant will definitely result in significant additional traffic.

Township Road 9-2 has been a source of concern for local residents since the park re-opened in 2016. One of the conditions placed on Development Permit 2016-049 was that the easterly 700 meters of Township Road 9-2 have dust control applied before the park opened for the season. This has never happened as the park typically opens in mid-May and the County does not apply dust control until mid-June. With the current traffic volumes, dust control is only effective for about 6 – 8 weeks. After this point, traffic on the road generates a calcium-based dust which is sticky, corrosive and very difficult to clean off surfaces. As a result of prevailing winds, this dust directly affects residents of the subdivision. Additionally, the dust controlled portion of the road surface develops washboard, potholes and ruts which are never repaired until re-application of dust control in the following year.

In 2018, the County applied base stabilization to the portion of the road surface which was not dust controlled. This was extremely effective and worked well until the road surface was destroyed in the fall of 2018 by silage trucks operating in wet weather. The road was never restored to the original

condition. Current operating practice appears to be to scrape a bit of gravel from the road shoulders to temporarily fill the potholes and ruts. The result is a road that is extremely dusty and has washboard, pot holes and ruts.

Public safety is compromised by the condition of the road with almost daily near miss collisions. Township Road 9-2 is neither designed for the current traffic volumes nor is maintained to the level specified in the Public Works 2022 Level of Service document.

We would be remiss in not mentioning that Stafford Lake Resort has typically been a good neighbor and have acted to minimize noise and disruption to the surrounding community. The only exception has been several weekend evening loud music concerts for which no notice was given to surrounding residents.

In closing, rezoning the lands in question provides no additional economic benefit for either the County or County residents (except for potential additional tax revenue). Additionally, no additional recreational benefits accrue to County residents from rezoning as County residents typically do not utilize campsites in the park. The only result of the proposed rezoning will be a further degraded quality of life for Stafford Lake residents.

Sincerely



D. A. (Dave) Davies  
20 – 190068 Township Road 9-2  
403-331-4890

Cc: Tory Campbell Reeve/Councilor Division 2  
Larry Randall, Director Community Services

August 24, 2022

via email to [planning@lethcounty.ca](mailto:planning@lethcounty.ca)

Lethbridge County  
#100, 905 4<sup>th</sup> Avenue South  
Lethbridge, Alberta T1J 4E4

Attention: Hilary Janzen, MCIP, RPP  
Supervisor of Planning and Development

Dear Ms. Janzen:

Re: Proposed Bylaw 22-012 Rezoning 190057 Township Road 9-2

In response to your letter of August 4, 2022, we adamantly oppose the rezoning of the 83 acre area in the NW and NE 12 – 9 – 19 – W4 from Rural Agriculture to Rural Recreation for two main reasons:

Public health and safety  
Comfort, health and peace.

Public health and safety

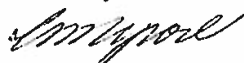
The state of Township Road 9-2 from Highway 512 to the subject lands remains a major issue. Matters have deteriorated since we voiced our concerns about the road in 2016. Township Road 9-2 east from Highway 512 is the only access we have to our homes and the only ingress and egress should an emergency occur. In addition to dust and deteriorating condition of the road we contend with large trucks pulling larger boats down the middle of the road, speeding vehicles, abandoned vehicles, multiple vehicles stopping. Despite numerous tickets being issued by the Community Peace Officer, driver behavior has not changed. Lethbridge County has been made aware of these issues numerous times. To allow these issues to proliferate with an expansion of the campground and recreational area would be irresponsible of Lethbridge County.

Comfort, health and peace

Noise from boats and sea-doo's on Stafford Reservoir reached new heights on the August 2022 long weekend. There was no escape on our properties from the bass and lyrics from "music" spewing from Stafford Reservoir throughout the weekend. Expansion would bring more craft. Is there anywhere else in Lethbridge County where noise is blasted at residents throughout the day and continues after dark?

Residents adjacent to the existing campground and recreational area have been patient to date with its adverse effects on their safety, comfort, health and peace. Since enforcement of Lethbridge County bylaws does not change the behavior of individuals associated with the existing campground and recreational area we expect Lethbridge County to act in the interests of the adjacent residents and not approve the proposed Bylaw amendment.

Yours truly,



Cindee Nyrose  
25 190068 Twp Rd 9-2  
403 330 4413



Don Hornford

cc: via email to Larry Randle, Director of Community Services  
Tory Campbell, Reeve

## Hilary Janzen

---

**From:** Kari Habraken <steveandkari@telus.net>  
**Sent:** August 24, 2022 2:30 PM  
**To:** planning  
**Subject:** Proposed Rezoning Bylaw 22-012

Attention:  
Hilary Janzen  
Supervisor of Planning and Development

RE: Proposed Bylaw 22-012 - Rezoning of NW & NE 12-9-19-W4

As adjacent property owners, we have concerns regarding the rezoning of NW & NE 12-9-19-W4 from Rural Agriculture (RA) to Rural Recreation (RR).

Our concern is Twp Rd 9-2. Twp Rd 9-2 is consistently full of potholes, washboards and is very dusty. It is the only road to access and exit Stafford Lake Resort and our subdivision of homes. With this rezoning, Stafford Lake Resort's area will significantly increase along with a large amount of additional traffic.

A Rural Recreational facility of this size should require a paved access road to alleviate the constant dust and road damage to the neighboring properties and farmland.

If the rezoning of the 83 acre parcel is approved, Lethbridge County needs to step up and provide pavement on Twp Rd 9-2 east of Highway 512 to Stafford Lake Resort and the neighboring subdivision.

Additionally, we would like to see a speed limit reduction on the main portion of Twp Rd 9-2 from Highway 512, keeping the 30 km/hr zone as is.

We understand all council members will be provided with this letter and adequate time to review and consider our concerns before making a decision of proposed Bylaw 22-012.

Thank you for your time.  
Steven & Kari Habraken  
Lot 10; SW 13-9-19 W4

## **In reference to the revision of : Bylaw 22-012**

Public Hearing: September 01, 2022

As land owners in the area of this proposal to allow 83 acres of farm land to be changed to recreational property, we would like to enter our submission to not approve the request.

We would like to voice the following objections and problems that are present and would only become larger issues should this development take place.

- (1) The only road available to enter and exit the area is RR 9-2.

The amount of traffic that this road has at present makes it rough, rutted and to a degree dangerous. The change in farm land to what can be expected of a proposal to expand the recreational area would mean that the amount of traffic would become significantly greater and would degrade the road further.

In the past there had been an agreement that dust prevention would take place on RR 9-2. Last year, I was advised that the County was unable to provide this due to the number of roads in the County that required dust control. This year there was partial road dust control.

The County of Lethbridge By-law officer has been in the area, twice this past summer, I noted that he made several stops of individuals in the area and did what he could to slow traffic down but it is unreasonable to assume that he could be in the area more, as he is the only enforcement person for the County.

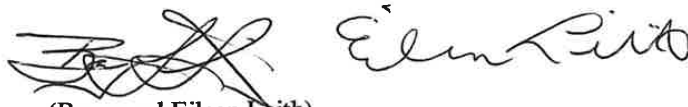
I would further note that there is more litter on the road and in the ditches than previously and also more vehicles being parked on the road by persons evading paying to enter the campground area.

- (2) There was a traffic count by the County of Lethbridge recently. The count was held week day between the hours of 8:00 AM and 3:30 PM. This count certainly does not represent the actual amount of traffic on this road as persons who are using the area, do so after they have left their hours of employment to access the area. The time periods are between 4:30 PM and 10:00 PM. during week days and 09:00 AM to 10:00 PM or later on weekends.
- (3) Recently, on the August long week-end, a live-band played at the campground area during the evening hours, into the later hours. It was loud enough that it could be heard in our residence, which is one of the furthest from the present campground area. It was loud enough to awaken our house guests. There had been no information provided to the residence of the sub-division, to our knowledge that this would be taking place nor that it would be that loud.  
I would further advise that boaters on the lake, at times, have their music playing in boat that it is easily heard from the residences.
- (4) There has been no suggestion of what additional changes to the environment may take place as a result of any changes to the recreational area expansion. I would

suggest that there has been no known checking of water craft being checked for leakage of fuel/oil which can contaminate the water. Also any certification that boats are certified free of organisms or contaminants that may enter the water and be carried on to the crops which receive the water through irrigation. (i.e.) Any watercraft entering Canada Parks requires certification for no contaminants prior to being allowed on the water ways). I realize this a federal requirement but due to the nature of what this could mean to our farmers and the general public, it should be a priority.

I am aware that recreation is a boon to any area but there should be a responsible effort made to balance what the change to recreation as opposed to loosing natural areas. Also what these changes cause to the present inhabitants of the area regarding the environment we have at this time to the changes that could take place.

Thank-you for your time.

  
(Barry and Eileen Leith)

# AGENDA ITEM REPORT



**Title:** Bylaw 22-013 - Re-designate Plan 0011814 Lot 17 in the SW 6 10-21-W4 from Rural Urban Fringe to Grouped Country Residential- First Reading  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 05 Aug 2022  
Approved - 06 Aug 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

An application has been made to re-designate Plan 0011814 Lot 17 in the SW 6 10-21-W4 from Rural Urban Fringe to Grouped Country Residential.

## RECOMMENDATION:

That Bylaw 22-013 be read a first time.

## REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 22-013 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use designation.

## BACKGROUND INFORMATION:

An application has been made to re-designate Plan 0011814 Lot 17 in the SW 6 10-21-W4 from Rural Urban Fringe to Grouped Country Residential. The intent of this application is to allow for the future subdivision and development of the parcel for Country Residential use.

The application has been circulated to all County Departments and external agencies for review and their comments as well as any planning/strategic planning considerations will be presented at the public hearing. It is anticipated that the public hearing will be held in October 2022.



**ALTERNATIVES / PROS / CONS:**

County Council may refuse first reading of the Bylaw. Refusing the bylaw would be contrary to legal advice which has been that first reading of the bylaw shall be given as the applicant and the public have the right to attend and speak at a public hearing which is set upon first reading of the bylaw. The public hearing process allows County Council the opportunity to hear all positions (in favour and opposed) on the bylaw and make an informed decision. If first reading of the bylaw is not given the applicant could appeal that decision to the Alberta Court of Appeal.

**FINANCIAL IMPACT:**

If the bylaw was approved, future development would be taxed at the County's tax rate.

**LEVEL OF PUBLIC PARTICIPATION:**

☐ Inform    ☒ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

**ATTACHMENTS:**

[Bylaw 22-013 Application](#)  
[22\\_013\\_RUF\\_GCR\\_Ortho](#)  
[Bylaw 22-013 - VanHell, Fred & Susan - Amendment to LUB](#)



**LETHBRIDGE COUNTY**  
**APPLICATION FOR A**  
**LAND USE BYLAW AMENDMENT**  
Pursuant to Bylaw No. 1404

Form C

OFFICE USE		
Date of Application: <u>July 14, 2022</u>	Assigned Bylaw	No. <u>22-013</u>
Date Deemed Complete: <u>July 15, 2022</u>	Application & Processing Fee:	\$ <u>1500.00</u> pd. <u>July 14, 2022</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. (Refer to sections 53(1))

**IMPORTANT NOTE:** Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

**APPLICANT INFORMATION**

Name of Applicant: Fred & Susan Van Hell  
Mailing Address: PO Box 154  
Diamond City, AB  
Postal Code: T0K 0T0  
Phone: 403-892-2507  
Phone (alternate): \_\_\_\_\_  
Email: fredvhe@triplecconstruction.ca

Is the applicant the owner of the property?

☒ Yes

☐ No

IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
_____	
Postal Code: _____	

**PROPERTY INFORMATION**

Municipal Address: 100007 RR 220  
Legal Description: Lot(s) 17 Block \_\_\_\_\_ Plan 0011814  
OR Quarter 5W Section 6 Township 10 Range 21

## AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation  
(zoning):

Urban Fringe

Proposed Land Use Designation  
(zoning) (if applicable):

Country Residential

### SITE DESCRIPTION:

Describe the lot/parcel dimensions 155m x 304.8m and lot area/parcel acreage 11.67 ac.

Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

### OTHER INFORMATION:

Section 52 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a descriptive narrative detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
  - soils analysis; and/or
  - evaluation of surface drainage or a detailed storm water management plan;
  - and any other information described in section 52(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;
- if deemed necessary.

## SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

## 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. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*



**APPLICANT**

**REGISTERED OWNER**  
(if not the same as applicant)

DATE: July 13/2022

*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 this 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.*

## TERMS

1. Subject to the provisions of the Land Use Bylaw No. 1404 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the municipal development plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

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

Application for Rezoning -Fred & Susan Van Hell  
Urban Fringe to Country Residential

All of the acreages around us are Country Residential  
In order to subdivide we need zoning changed to Country Residential  
The land we propose to subdivide is flat land  
Access to the lot can be achieved either off the North roadway or the West  
roadway  
Power, Gas, and water are nearby

S.W. 1/4 Sec. 6-10-21-4

9.14m ACCESS RIGHT OF WAY PLAN 931 2392

155m

20.12m GOVERNMENT ROAD ALLOWANCE



Line of Proposed Subdivision (After Zoning Change)

LOT 17

AREA = 4.724 ha.  
(11.67 ac.)

304.78m

304.81m

155m

S.W. 1/4 Sec. 6-10-21-4

9.14m ACCESS RIGHT OF WAY PLAN 931 2392.

20.12m GOVERNMENT ROAD ALLOWANCE

155m



Line of Proposed Subdivision (After Zoning Change)

LOT 17

AREA = 4.724 ha.  
(11.67 ac.)

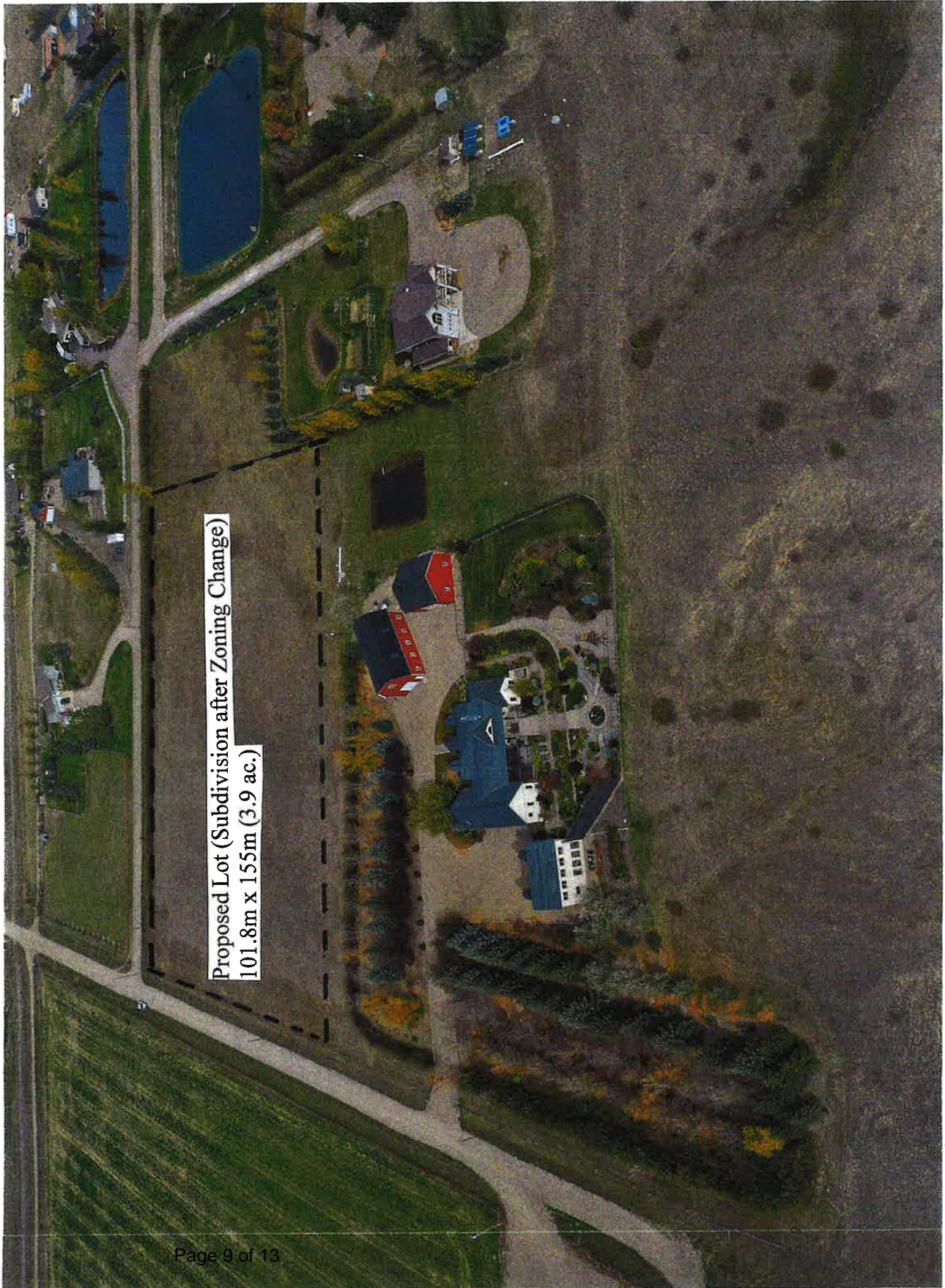
304.78m

304.81m

Page 8 of 13

155m





LETHBRIDGE COUNTY  
#100, 905 - 4 AVENUE SOUTH  
LETHBRIDGE, ALBERTA  
T1J 4E4  
TELEPHONE: (403) 328-5525  
FAX: (403) 328-5602  
**O F F I C I A L   R E C E I P T**  
-----

VAN HELL, FRED & SUSAN


GST Reg. #: R106989023  
Receipt #: 0331399  
Date: 2022/07/14

Account #	Description	Opening Bal	Payment	Amount Due
1.3.599.10.5.00	REZONING		1,500.00	
			-----	
		** Payment Total:	1,500.00	
682	Cheque			1,500.00





**Land Use Redesignation**  
**Bylaw 22-013: Rural Urban Fringe (RUF) to Grouped Country Residential (GCR)**  
**Parcels: All of Plan 0011814 ;; Lot 17**  
**Located in Lethbridge County, AB**

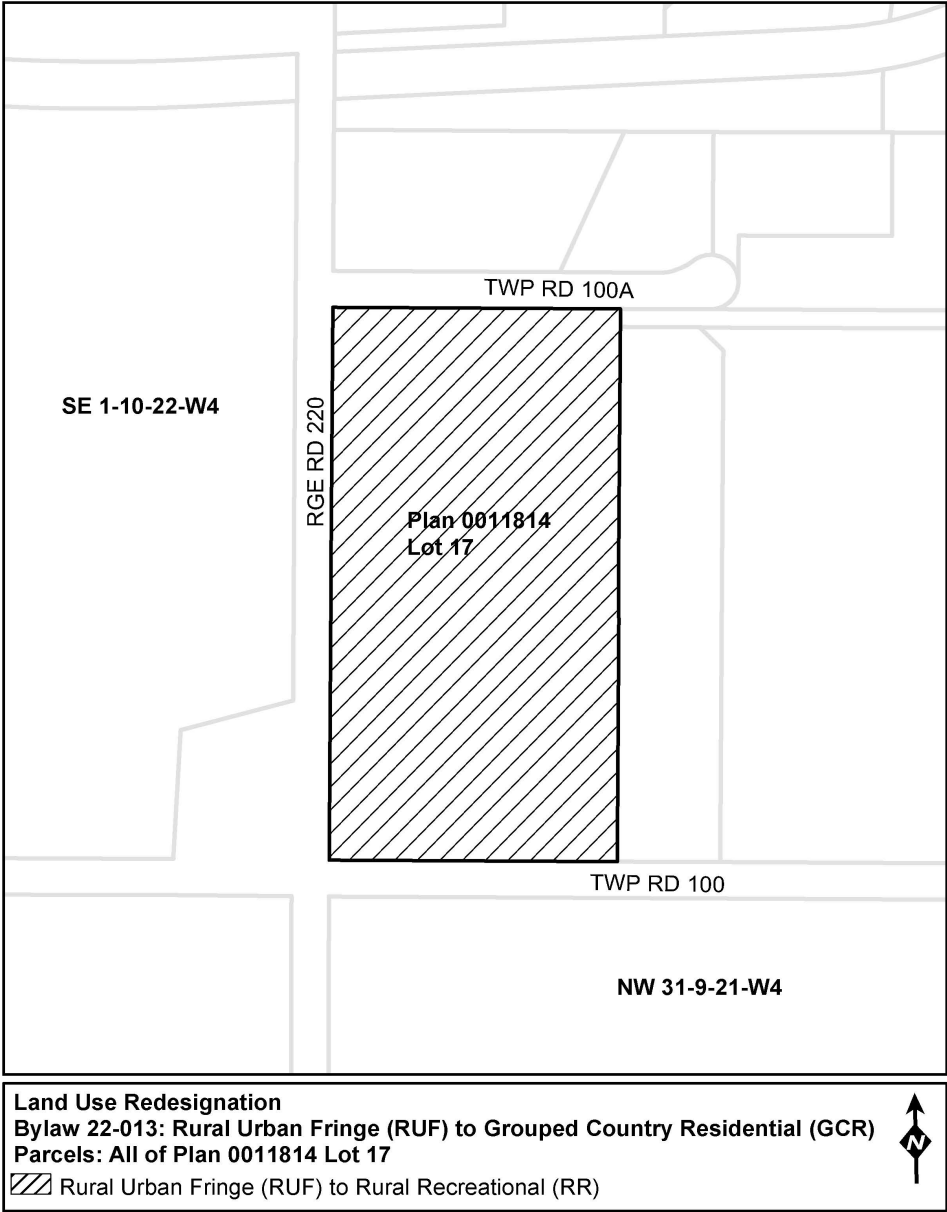
 Rural Urban Fringe (RUF) to Rural Recreational (RR)  
 Page 11 of 13



**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 22-013**

Bylaw 22-013 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 22-013 is to re-designate Plan 0011814 Lot 17 from Rural Urban Fringe (RUF) to Grouped Country Residential (GCR) as shown below;



AND WHEREAS the re-designation of the lands will allow for future residential subdivision and development of the parcel;

AND WHEREAS the municipality must prepare an amending bylaw and provide for its notification and consideration at a public hearing;

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following, with the bylaw only coming into effect upon three successful reading thereof;

GIVEN first reading this 1<sup>st</sup> day of September 2022.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

1 <sup>st</sup> Reading	September 1, 2022
2 <sup>nd</sup> Reading	
Public Hearing	
3 <sup>rd</sup> Reading	

# AGENDA ITEM REPORT



**Title:** Bylaw 22-014 - Re-designate a portion of Plan 1012154 Block 5 Lot 1 in the SE 6 10-20-W4 from Rural Agriculture to Grouped Country Residential- First Reading

**Meeting:** Council Meeting - 01 Sep 2022

**Department:** Community Services

**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 05 Aug 2022  
Approved - 06 Aug 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

An application has been made to re-designate a portion of Plan 1012154 Block 5 Lot 1 in the SE 6 10-20-W4 from Rural Agriculture to Grouped Country Residential.

## RECOMMENDATION:

That Bylaw 22-014 be read a first time.

## REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 22-014 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use designation.

## BACKGROUND INFORMATION:

An application has been made to re-designate a portion of Plan 1012154 Block 5 Lot 1 in the SE 6 10-20-W4 from Rural Agriculture to Grouped Country Residential. The intent of this application is to allow for the future subdivision and development of the parcel for Country Residential use. The applicant has provided a conceptual design scheme to support the proposed re-designation.

The application has been circulated to all County Departments and external agencies for review and their comments as well as any planning/strategic planning considerations will be presented at the public hearing. It is anticipated that the public hearing will be held in October 2022.

#### **ALTERNATIVES / PROS / CONS:**

County Council may refuse first reading of the Bylaw. Refusing the bylaw would be contrary to legal advice which has been that first reading of the bylaw shall be given as the applicant and the public have the right to attend and speak at a public hearing which is set upon first reading of the bylaw. The public hearing process allows County Council the opportunity to hear all positions (in favour and opposed) on the bylaw and make an informed decision. If first reading of the bylaw is not given the applicant could appeal that decision to the Alberta Court of Appeal.

#### **FINANCIAL IMPACT:**

If the bylaw was approved, future development would be taxed at the County's tax rate.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☐

Inform

☒

Consult

☐

Involve

☐

Collaborate

☐

Empower

#### **ATTACHMENTS:**

[Bylaw 22-014 RA to GCR Application](#)

[Bylaw 22-014 Maps](#)

[Bylaw 22-014 Concept Plan](#)

[22\\_014\\_RA\\_GCR\\_Ortho](#)

[Bylaw 22-014 - MS MacLean Livestock - Amendment to LUB](#)





**LETHBRIDGE COUNTY**  
**APPLICATION FOR A**  
**LAND USE BYLAW AMENDMENT**  
Pursuant to Bylaw No. 1404

Form C

OFFICE USE		
Date of Application: <u>July 14, 2022</u>	Assigned Bylaw	No. <u>22-014</u>
Date Deemed Complete: <u>July 15, 2022</u>	Application & Processing Fee:	\$ <u>1500.00</u> pd. <u>July 12, 2022</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. (Refer to sections 53(1))

**IMPORTANT NOTE:** Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

**APPLICANT INFORMATION**

Name of Applicant: M S MACLEAN LIVESTOCK CO. LTD.  
Mailing Address: Box 875 Phone: 403-317-5915  
LETHBRIDGE, AB Phone (alternate): \_\_\_\_\_  
Fax: \_\_\_\_\_  
Postal Code: T1J 3Z8  
Is the applicant the owner of the property? ☒ Yes ☐ No  
IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
_____	
Postal Code: _____	

**PROPERTY INFORMATION**

Municipal Address: RURAL  
Legal Description: Lot(s) 1 Block 5 Plan 101 2154  
OR Quarter SE Section 6 Township 10 Range 20

## AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation  
(zoning):

RA

Proposed Land Use Designation  
(zoning) (if applicable):

GCR

### SITE DESCRIPTION:

Describe the lot/parcel dimensions 308m x 87m and lot area/parcel acreage 2.64 ha (6.5 ac)  
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☒ Conceptual Design Scheme or Area Structure Plan Attached

### OTHER INFORMATION:

Section 52 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a descriptive narrative detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
  - soils analysis; and/or
  - evaluation of surface drainage or a detailed storm water management plan;
  - and any other information described in section 52(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;.
- if deemed necessary.

## SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

## 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. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*

MAC MACLEAN  
APPLICANT

M.S. MACLEAN LIVESTOCK CO LTD  
REGISTERED OWNER  
(if not the same as applicant)

DATE: July 11/22

[Signature]

IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. Information provided in this application may be considered at a public meeting. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact Lethbridge County.

## TERMS

1. Subject to the provisions of the Land Use Bylaw No. 1404 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the municipal development plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

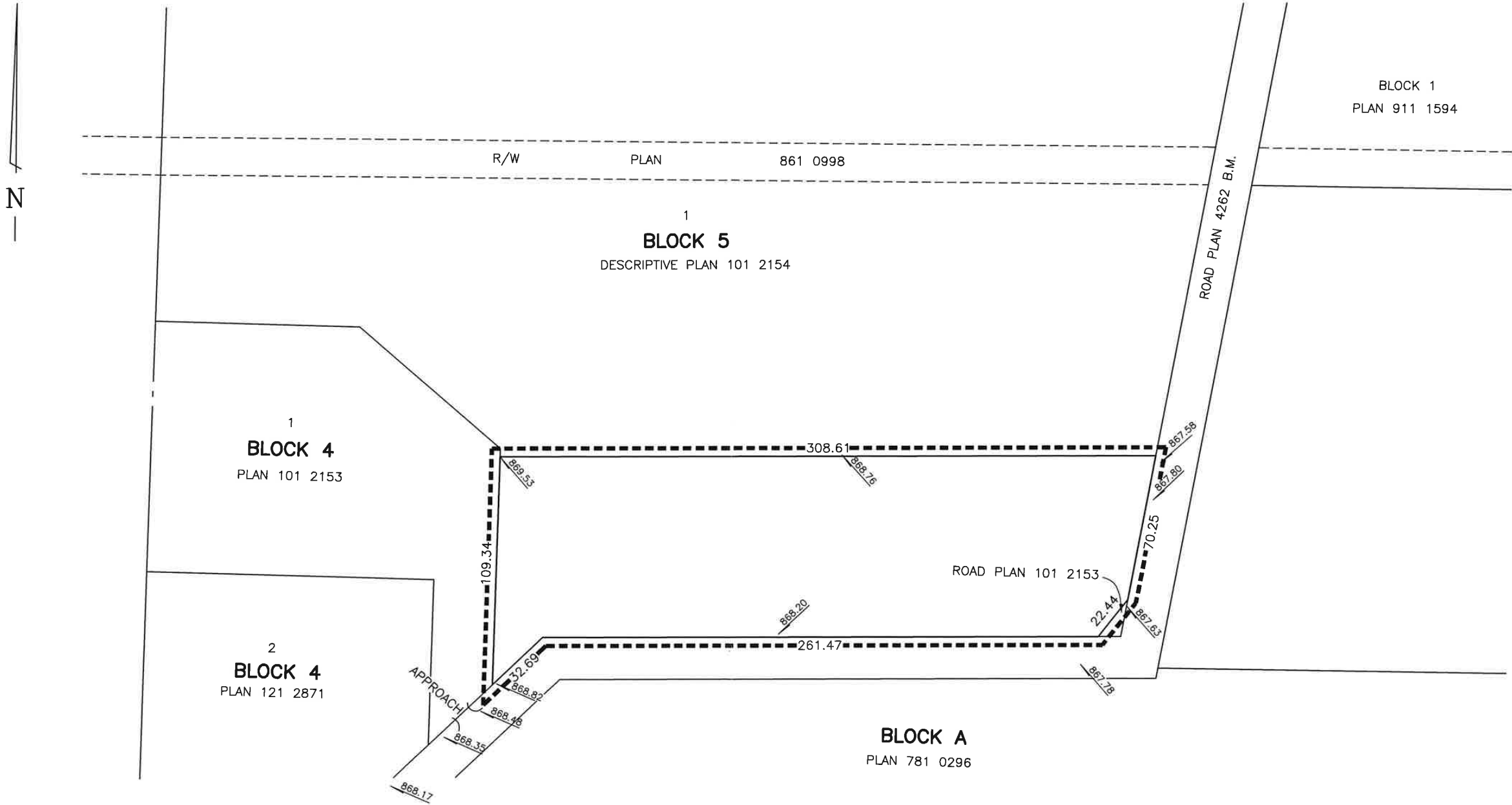
Note: Information provided or generated in this application may be considered at a public meeting.


LETHBRIDGE COUNTY  
 #100, 905 - 4 AVENUE SOUTH  
 LETHBRIDGE, ALBERTA  
 T1J 4E4  
 TELEPHONE: (403) 328-5525  
 FAX: (403) 328-5602  
**O F F I C I A L   R E C E I P T**  
 -----

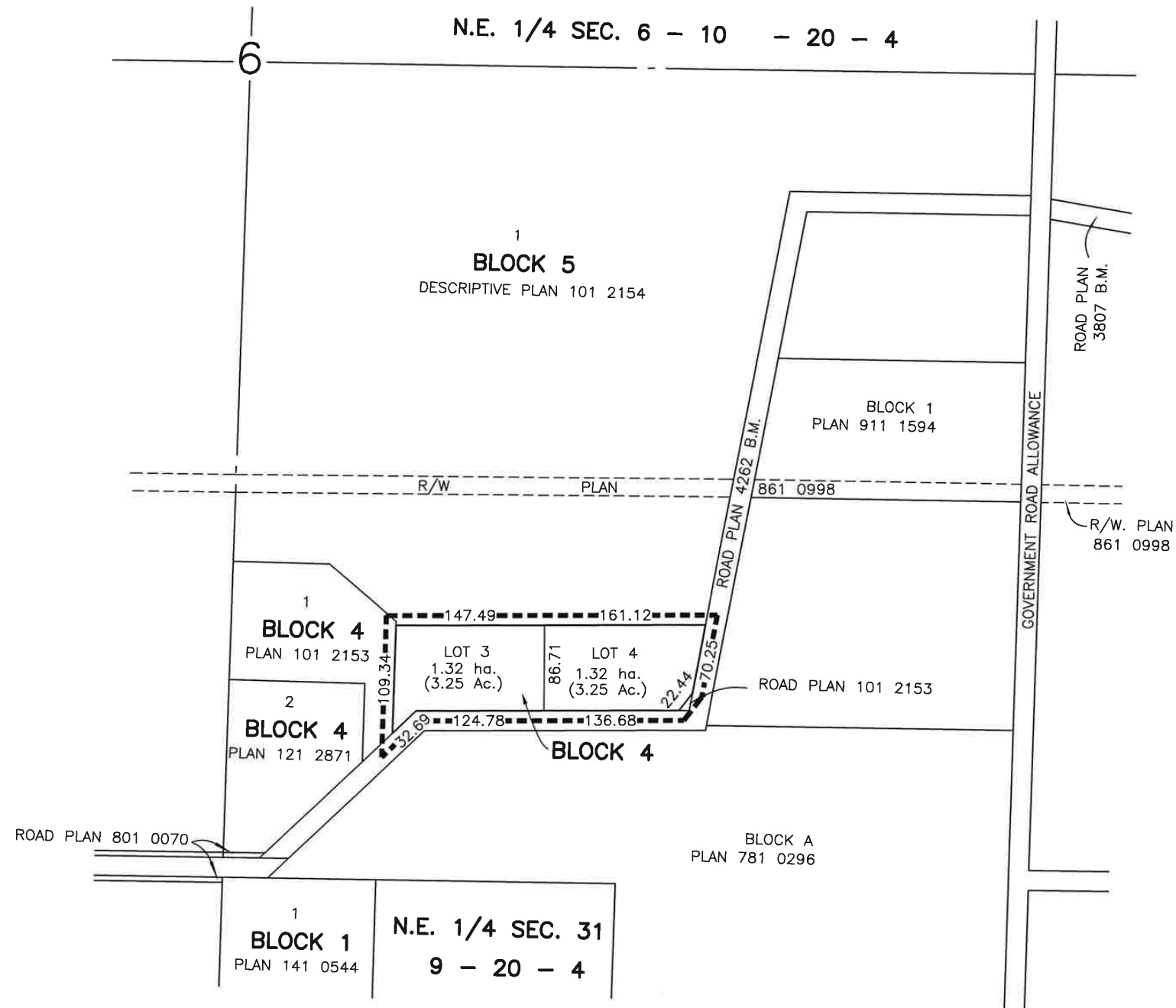
MACLEAN, M.S. LIVESTOCK CO. LTD.


GST Reg. #: R106989023  
 Receipt #: 0331214  
 Date: 2022/07/12

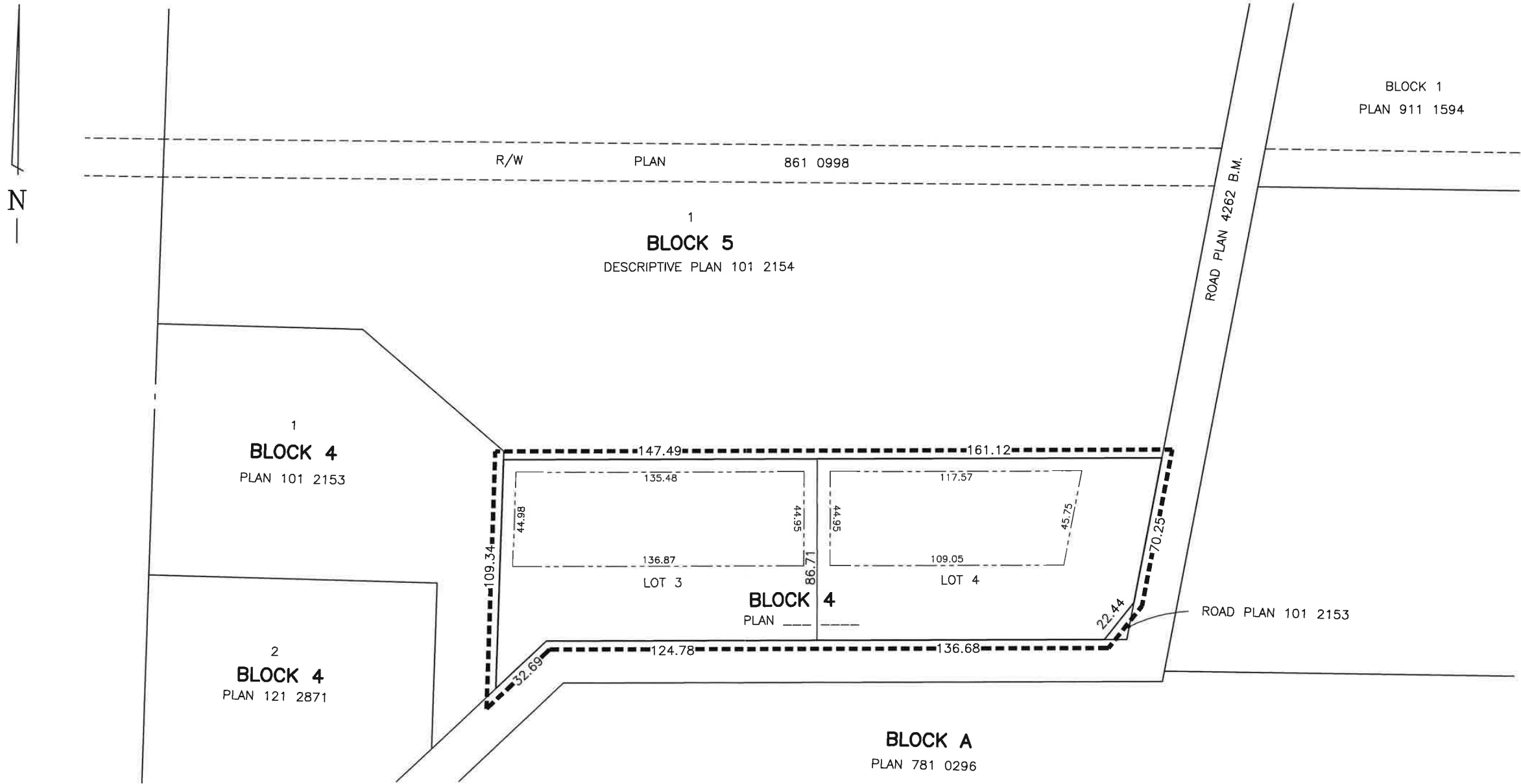
Account #	Description	Opening Bal	Payment	Amount Due
1.3.599.10.5.00	LAND USE BYLAW AMENDMENT		1,500.00	
			-----	
		** Payment Total:	1,500.00	
15951	Cheque			1,500.00



				M.S. MACLEAN LIVESTOCK CO. LTD.		<div> brown okamura &amp; associates ltd.</div> <div>Professional Surveyors 514 Stafford Drive, Lethbridge, Alberta</div>			
NO.	REVISION	DATE	BY	SITE PLAN SHOWING EXISTING ELEVATIONS of part of LOT 1, BLOCK 5, PLAN 101 2154 within S.E.1/4 SEC. 6, TWP. 10, RGE. 20, W.4 M.  Lethbridge County		APPROVED	DRAWN MJ	DATE MAY 19/21	
<div>Existing elevations shown thus..... Distances are in metres and decimal parts thereof.</div>						CHECKED TCP	JOB 15-13032		
						SCALE  1:2000	DRAWING  15-13032SA		
						T.C. Penner, A.L.S.			



				M.S. MACLEAN LIVESTOCK CO. LTD.		<div> brown okamura &amp; associates ltd. Professional Surveyors 514 Stafford Drive, Lethbridge, Alberta</div>		
NO.	REVISION	DATE	BY	<div>TENTATIVE PLAN SHOWING SUBDIVISION of part of LOT 1, BLOCK 5, DESCRIPTIVE PLAN 101 2154 within S.E.1/4 SEC. 6, TWP. 10, RGE. 20, W.4 M. Lethbridge County</div>		APPROVED	DRAWN MJ	DATE MAY 19/21
<div>NOTE : Portion to be approved is outlined thus ----- and contains approximately 2.64 ha. Distances are in metres and decimal parts thereof.  Distances and areas are approximate and are subject to change upon final survey.</div>							CHECKED TCP	JOB 15-13032
						T.C. Penner, A.L.S.	SCALE 1:5000	DRAWING 15-13032TC



NO.	REVISION	DATE	BY

Distances are in metres and decimal parts thereof.

M.S. MACLEAN LIVESTOCK CO. LTD.

SKETCH PLAN SHOWING BUILDING POCKETS  
of  
LOTS 3 & 4, BLOCK 4, PLAN \_\_\_\_  
within  
S.E.1/4 SEC. 6, TWP. 10, RGE. 20, W.4 M.  
Lethbridge County



brown okamura & associates ltd.  
Professional Surveyors  
514 Stafford Drive, Lethbridge, Alberta

APPROVED  T.C. Penner, A.L.S.	DRAWN MJ	DATE MAY 19/21
	CHECKED TCP	JOB 15-13032
	SCALE 1:2000	DRAWING 15-13032SK



# Conceptual Design Scheme

In support of Grouped Country Residential Re-designation  
Bylaw Amendment (Bylaw No. \_\_\_\_\_)

Legal Description of Lands Included:

PLAN 1012154, BLOCK 5, LOT 1  
Lethbridge County

Registered Owner:

M S MACLEAN LIVESTOCK CO LTD.

Prepared By: Brown, Okamura & Associates Ltd.  
Reference File: 15-13032

## **Introduction**

---

The following concept plan and design scheme is to be used in support of an application to re-zone a portion of land within the SE 1/4 SEC. 6-10-20-4 in Lethbridge County. The current titled area is currently being subdivided to be separated into the respective quarter sections. The proposed new parcel contains 30.94 hectares (76.46 acres) more or less, is zoned Rural Agricultural (RA) and is proposed to be zoned Grouped Country Residential (GCR). A tentative plan showing a conceptual design for the subdivision can be found in Appendix A.

This report and application has been prepared and submitted by Brown, Okamura & Associates Ltd. (BOA) on behalf of the owner, M S MACLEAN LIVESTOCK CO LTD.

## **Development Concept**

---

The landowner currently owns the agricultural land within the south east quarter lying north and west of Township Road 100A. The landowner is proposing to create two 3.25-acre parcels from a dry land portion of the otherwise irrigated quarter section. The parcels of land will front on Township Road 100A.

The existing land use for the parcel is dry land crop. The south and east boundaries of the land are defined by Township Road 100A. The west boundary of the parcel is coincident with another country residential lot; Plan 1012153, Block 4, Lot 1. The north side of the property will bound the existing irrigated field. The property, being dry land, is not viable for the high yield potential of the rest of the farmland and is comparable the other country residential parcels in the vicinity.

The parcel of land to be developed is generally flat. However, it does slope from west to east and north to south. The gently sloping land is favorable for residential use, with suitable building sites throughout the proposed parcels. The land will have ample room for septic field construction, drainage and building foundations for home structures.

Building setbacks and other lot development will be in accordance with the County of Lethbridge Land Use Bylaw. A sketch plan showing building pockets has been provided in Appendix B.

## **Transportation**

---

Township Road 100A bounds the site to the south and to the east. It is an existing public road with gravel surface that is maintained by Lethbridge County. Each proposed lot will front onto the Township Road and will access the road through separate approaches. A development agreement will be entered into with Lethbridge County prior to development of road approaches.

#### **Potable Water**

---

Potable water for the proposed lots will be provided by cistern and hauled water. They are awaiting a licence availability from water co-op.

#### **Fire Protection**

---

This development concept does not include any new fire protection dugouts. Existing dugouts in the area may be used as a source of water for fire-fighting. Individual residential sprinkler systems or fire water cisterns may also be considered by lot purchasers. This property is covered by the Coaldale Fire and Rescue Service.

#### **Sanitary Wastewater**

---

The proposed lots in this subdivision will be serviced by individual on-site septic systems. A preliminary investigation to evaluate the suitability of existing soils and the feasibility of on-site septic systems for each lot has been prepared and is included in Appendix C. The initial investigation did not identify any barriers to individual on-site septic systems. Further investigation and design would be required once the location for the proposed field for each lot is identified.

#### **Storm-water**

---

The natural drainage patterns of this site currently run from north to south and west to east. A site plan prepared by BOA showing the existing site elevations is found in Appendix D.

Development of this parcel, including dwellings and access roads, is not expected to significantly affect the natural drainage. No significant impacts to downstream drainage courses are expected. If required at time of development, additional measures to help mitigate increased runoff from the development will be integrated into detailed engineering design drawings.

#### **Utilities**

---

An ATCO gas line runs through the subject property and adjacent to the proposed lots. Natural gas services are available.

A single-phase power line runs along the south side of Township Road 100A. Electrical services are available.

#### **Closure**

---

Should you require additional information to support this application, please contact:

Thomas Penner, ALS  
Brown, Okamura & Associates Ltd.  
2830 - 12 Avenue North  
Lethbridge, Alberta  
(403) 329-4688 ext.128  
thomas@bokamura.com



**BLOCK 5**  
DESCRIPTIVE PLAN 101 2154

**BLOCK 4**  
PLAN 101 2153

**BLOCK 4**  
PLAN 121 2871

**BLOCK A**  
PLAN 781 0296

**BLOCK 1**  
PLAN 911 1594

ROAD PLAN 4262 B.M.

ROAD PLAN 101 2153

LOT 3

LOT 4

PLAN

17.49

151.12

70.25

22.44

136.68

124.78

32.68

109.34

44.98

135.46

44.95

86.71

136.87

44.95

109.05

117.57

45.75

44.95

R/W

PLAN

861 0998

1

2

N

[illegible]

# SCHEDULE 'C'



**Down To Earth Labs Inc.**  
The Science of Higher Yields

Southland Contractors Inc.  
Box 505  
Coaldale, AB T1M 1M5

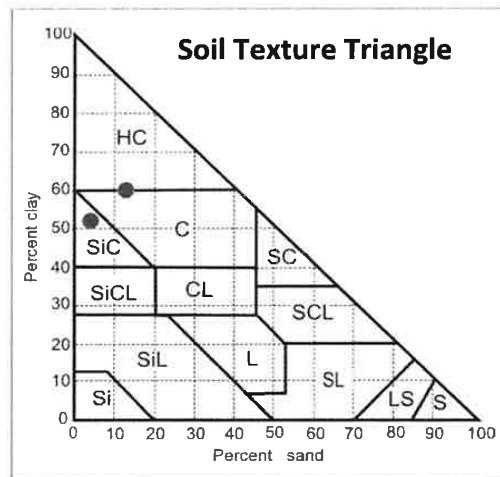
**Report #:** 125913  
**Report Date:** 2021-12-17  
**Received:** 2021-12-15  
**Completed:** 2021-12-17  
**Test Done:** ST

**Project :**  
McLean

3510 6th Ave North  
Lethbridge, AB T1H 5C3  
403-328-1133  
www.downtoearthlabs.com  
info@downtoearthlabs.com

			<b>Sample ID:</b> 211215L004	<b>Sample ID:</b> 211215L005
			<b>Cust. Sample ID:</b> 1	<b>Cust. Sample ID:</b> 1
<b>Analyte</b>	<b>Units</b>	<b>Limit</b>	17-39	39-108
Sand	%	0.1	4.1	13.0
Silt	%	0.1	43.9	27.0
Clay	%	0.1	52.0	60.0
Soil Texture	-	1	Silty Clay	Heavy Clay

This property is suitable for a pressurized mound type system or secondary treatment tanks with a standard field or a holding tank as allowed by the authority having jurisdiction. Lot owners/developers must ensure that the design of the system chosen meets the requirements of the Standard of Practice in force at the time of development.



**Raygan Boyce - Chemist**

Page 17 of 20





**Land Use Redesignation**  
**Bylaw 22-014: Rural Urban Fringe (RUF) to Grouped Country Residential (GCR)**  
**Parcels: Portion of Plan 1012154; Block 5; Lot 1**  
**Approximately 6.5 Acres**  
**Located in Lethbridge County, AB**

 Rural Agriculture (RA) to Grouped Country Residential (GCR)

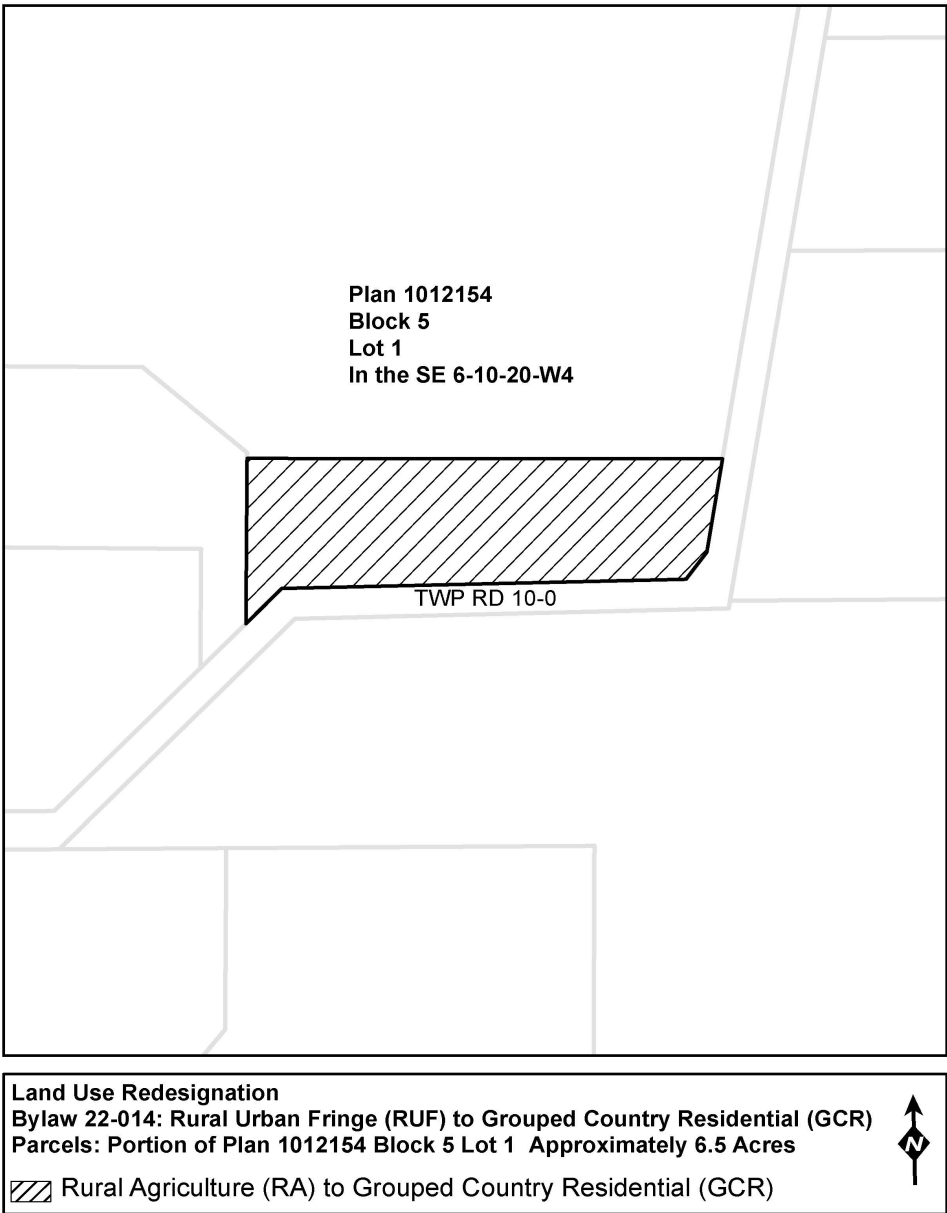
Page 18 of 20



**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 22-014**

Bylaw 22-014 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 22-014 is to re-designate a 6.5 acre portion of Plan 1012154 Block 5 Lot 1 from Rural Agriculture (RA) to Grouped Country Residential (GCR) as shown below;



AND WHEREAS the re-designation of the lands will allow for future residential subdivision and development of the parcel;

AND WHEREAS the applicant has submitted a Conceptual Design Scheme in support of the re-designation:

AND WHEREAS the municipality must prepare an amending bylaw and provide for its notification and consideration at a public hearing;

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following, with the bylaw only coming into effect upon three successful reading thereof;

GIVEN first reading this 1<sup>st</sup> day of September 2022.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

1 <sup>st</sup> Reading	September 1, 2022
2 <sup>nd</sup> Reading	
Public Hearing	
3 <sup>rd</sup> Reading	

# AGENDA ITEM REPORT



**Title:** April-June 2022 Community Peace Officer Report  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Community Services  
**Report Author:** David Entz

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 17 Aug 2022  
Approved - 21 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

This report provides County Council with an overall summary of the County's CPO program for the months of April through June, 2022.

## RECOMMENDATION:

No resolution is required.

## REASON(S) FOR RECOMMENDATION(S):

No decision or resolution of Council is required as this report is for information purposes only.

## PREVIOUS COUNCIL DIRECTION / POLICY:

County Council is presented the CPO quarterly report and provided the opportunity to ask questions.

## BACKGROUND INFORMATION:

Lethbridge County has one full-time Community Peace Officer (CPO) who provides education and enforcement on a variety of Lethbridge County Bylaws. The CPO is also authorized to enforce the Traffic Safety Act and regulations under the Act.

The CPO is part of the Community Services Department and reports to the Department Director, Larry Randle.

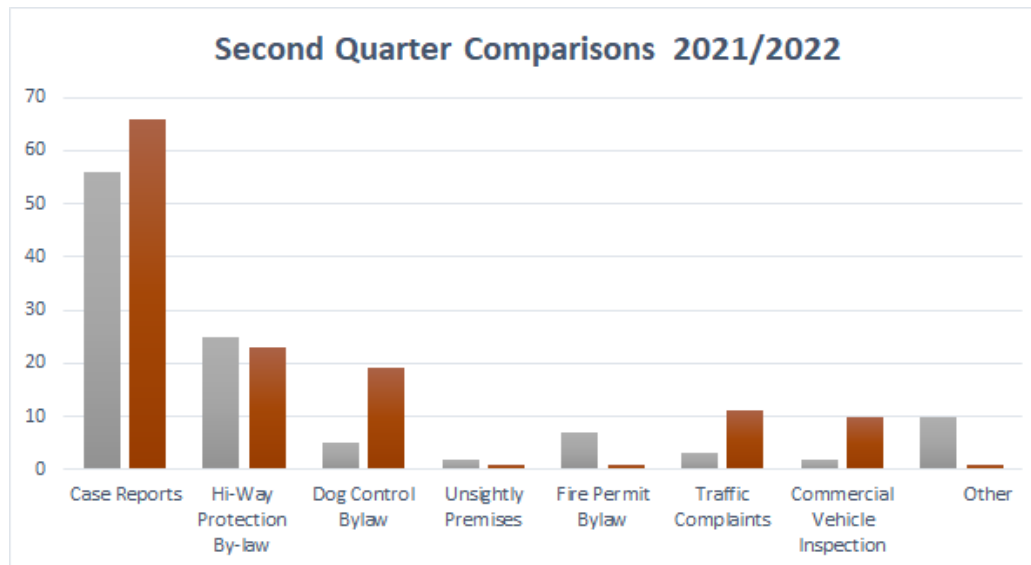
## Notable events between April-June 2022.

The CPO attended the annual Alberta Municipal Enforcement Association conference. The CPO received training on the enforcement process of unsightly premises. There was also a full day course on Active Communication Training. It was also a great opportunity to network with other law enforcement personnel.

The CPO is actively working on gaining compliance with an unsightly property within the County. As some unsightly premises can be somewhat complex, the CPO has reached out to Alberta Health Services and a Hoarding Specialist who have been assisting the CPO with the unsightly premise.

There were a total of 66 Case Reports created during this period compared to 56 within the same period of 2021. Traffic and dog complaints have noticeably increased while the Fire Permit Bylaw complaints have decreased.

The majority of the Highway Protection Bylaw reports are for end guns watering the road.



■ 2021

■ 2022

There were a total of 149 violation tickets issued and 52 written warnings during the quarter. The violation tickets and warnings mostly fall into the category of speeding, failing to stop at stop signs and some commercial vehicle violations.

#### **ALTERNATIVES / PROS / CONS:**

This report is for information purposes only.

#### **FINANCIAL IMPACT:**

Revenue received from fines issued help offset the cost of the CPO program. There was \$41,618.00 of fines issued for this period of time by the CPO. Approximately 50% of this amount will be received by the County.

#### **LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower



# AGENDA ITEM REPORT



**Title:** Fire Service Response Fees Waiver Request  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Community Services  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 24 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

On July 15, 2022, the Picture Butte and Coalhurst Fire Departments responded to a fire in a residence in the Hamlet of Shaughnessy. The property owner is requesting that the \$3,508 invoice for the response be waived.

## RECOMMENDATION:

That County Council denies the request to waive the Fire Service Fees in the amount of \$3,508 for invoice #122815.

## REASON(S) FOR RECOMMENDATION(S):

There was nothing exceptional, unusual or extraordinary about the incident or the response. However, Council does have the authority to waive or reduce fees as they see fit to do so, in accordance with the Fees Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Requests to waive or reduce fire service response fees are requested from council from time to time. Each request is decided on its unique merits. Historically, most requests for waivers have been denied.

## BACKGROUND INFORMATION:

On July 15, 2022, the Picture Butte and Coalhurst Fire Departments responded to a fire in a residence in the Hamlet of Shaughnessy. Responding crews which included the county's Manager of Fire Services, found a fire at a hot water tank due to an electrical malfunction. The incident was handled in an efficient and routine matter with no injuries reported.

## ALTERNATIVES / PROS / CONS:

**Option 1.** Deny the request to waive \$3508 fire service response costs as per invoice #122815.

**Pros:** Upholds the county's bylaws which are based on the principle that the parties responsible for fire response costs pay for such costs.

**Cons:** The applicant will remain responsible for 91% of the total response costs for the incident that happened at the property she owns.

**Option 2.** Waive or reduce the fire service response fees.

**Pros:** Would satisfy the request.

**Cons:** May create the perception that the county will routinely waive fire service response invoice fees. The County has agreements with urban fire departments and is responsible to pay each of them as per the fire agreements, regardless of whether invoices are waived or collected for.

**FINANCIAL IMPACT:**

If fully waived, the County would be subsidizing the full cost of the fire response. The actual cost the County must pay to the responding fire departments is \$3,853. However, the customer was invoiced for \$3,508 - a difference of \$325. This is because there is no cost to the property owner for travel time to and from a residential fire response as the county covers that cost.

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Lethbridge County Council Re inv 112815](#)

[County Fire and Fees Bylaws Excerpts](#)

[Invoice no. 122815](#)



Lethbridge County Council

August 19, 2022

Re: Invoice 122815

Dear Council:

I am writing to request a waiver of full amount of \$3508.00 for invoice 122815 dated August 16, 2022 occurring at 215 1<sup>st</sup> Street Shaughnessy, AB

There was an electrical hot water connection that started on fire. The house is a rental and the tenant called 911 and the call was handled as a structure fire. Numerous departments and units were dispatched according to the fire reports that were attached to the invoice. The actions performed were to dissipate the smoke and turn off the breaker for the hot water tank.

However, I would like to draw your attention specifically to the report from the Barons Fire Department Form: CRR 04-04-11 Fire Dept File # F22050597 where KWillms observes and writes "Smoke Detector removed as they are heavy smokers and most likely always set off detector"

As landlords we are very aware of the safety requirements of both the Alberta Health Department, and of the Residential Tenancy Act requirements and can assure you that all our properties have working fire alarms and smoke detectors, along with our multi family units have additional protections such as fire extinguishers, interconnected smoke detectors, additional CO detectors, water flood alarms to name some of the measures we employ. We take the safety of our tenants with utmost importance but can not prevent tenants from disabling and in this case totally removing a smoke detector because it causes an "inconvenience" for their personal smoking habits. We do have specific clauses in our tenancy contract to deal with the removal of safety and prevention equipment and will be forwarding this incident to the appropriate authorities for further review, however we are currently requesting that the responsibility and the cost of this fire call be removed from Jalene Van Hoepen.

If you have any other questions, please feel free to contact me at the contact information listed below.

Thank-you very much for your consideration of this matter

Sincerely

Jalene Van Hoepen  
PO Box 221 Stn Main, Lethbridge, AB T1J 3Y5  
Email : [moonriver106@shaw.ca](mailto:moonriver106@shaw.ca)  
Ph 4035932764

## PART VII – RECOVERY OF COSTS

### Fire Protection Charges

#### 23

(1) Upon Fire Services providing Fire Protection on a parcel of land within the County's boundaries, the County may, in its sole and absolute discretion, charge Fire Protection Charges to any or all of the following Persons, namely:

- (a) the Person or Persons causing or contributing to the fire;
- (b) the Occupant of the parcel of land on which Fire Protection was provided;
- (c) the Owner of the parcel of land which Fire Protection was provided;
- (d) the Person with control over the parcel of land on which Fire Protection was provided, which may include, without restriction, a Property manager; and
- (e) the Person or Persons who requested Fire Protection;

and all Persons charged are jointly and severally liable for payment of the Fire Protection charges to the County.

- (2) Fire Protection Charges shall be paid within thirty (30) days of receipt of an invoice.
- (3) Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the County is entitled to on the parcel of land in respect of which the indebtedness is incurred.
- (4) Without limiting subsection (1), the Owner of a parcel of land within the County to which Fire Protection is provided is liable for Fire Protection Charges incurred and the County may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the County from the date the amount was added to the tax roll, in accordance with the *Municipal Government Act*.
- (5) Notwithstanding the provisions of subsections (1), (2) and (3), the County may elect to recover Fire Protection Charges from any Persons responsible for those charges pursuant to the *Forest and Prairie Protection Act*.

**Services Fees and Charges**

**25**

- (1) The County may establish and levy fees and charges for services, including but not limited to:
  - (a) fees for responding to an Incident;
  - (b) Fire Permit and Fireworks Permit application fees;
  - (c) site inspection fees;
  - (d) fire investigation fees;
  - (e) fees for responding to False Alarms; and
  - (f) fees for file searches and copying records.
- (2) The fees and charges described in this section shall be a debt due and owing to the County and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

**Schedule of Fees Bylaw No 21-020 excerpt**

**9. Extra ordinary Events:**

The County retains the right to review all emergency/fire events and where extraordinary circumstances exist, may adjust invoicing amounts other than the dollar amounts listed herein.

*This may include: outside resources brought in on request of Fire Services to mitigate fire spread, large department response, purposefully burning during fire ban/restriction, etc.*

*Extraordinary event determination at discretion of the County.*



## Lethbridge County

#100, 905 - 4 Avenue South.  
Lethbridge, AB T1J 4E4  
Phone: (403) 328-5525

Page#: 1

# I N V O I C E

**VAN HOEPEN, JALENE**  
P. O. BOX 221 STN MAIN  
LETHBRIDGE AB T1J 0N9  
CANADA

**GST Reg. #:** R106989023  
**Customer #:** 7036  
**Invoice Total:** 3,508.00  
**Invoice Date:** 2022/08/16  
**Invoice #:** 122815

Tax Codes: E=Exempt; T=Taxable; I=Included

Date	Invoice Description	Quantity	Unit Price	Tax Code	GST	Amount
2022/08/15	EMERG. SVCS-PBFH-W31	.750	650.00	E	.00	487.50
2022/08/15	EMERG. SVCS-PBFH-C3	1.250	190.00	E	.00	237.50
2022/08/15	EMERG. SVCS-PBFH-R3	1.000	650.00	E	.00	650.00
2022/08/15	EMERG. SVCS-PBFH-E31	.750	650.00	E	.00	487.50
2022/08/15	EMERG. SVCS-PBFH-E32	.750	650.00	E	.00	487.50
2022/08/15	EMERG. SVCS-CHRFH-E22	.750	650.00	E	.00	487.50
2022/08/15	EMERG. SVCS-CNTYCMD-LC1	.750	190.00	E	.00	142.50
2022/08/15	FIRE INVESTIGATION-P. BUTTE INV	1.000	528.00	E	.00	528.00
Structure fire incident responded on July 15, 2022 to 215 1 St. Shaughnessy Dept: PBFH: F22050597						

.00 3,508.00



Please make cheque payable to:  
Lethbridge County

Invoice Date	Customer #	Invoice #	Amount Due
2022/08/16	7036	122815	\$ 3,508.00

**VAN HOEPEN, JALENE**  
P. O. BOX 221 STN MAIN  
LETHBRIDGE AB T1J 0N9  
CANADA

Amount Paid
\$

CONFIDENTIAL



Form: CRR 04-04-11  
Fire Department File # F22050597  
Police Case #

## LETHBRIDGE COUNTY EMERGENCY RESPONSE REPORT

Primary Responding Emergency Service **Picture Butte Fire Department** Total Elapsed Time: 0 Days 1 Hrs 23 Mins 7 Sec

**Incident Begin Time** 7/15/2022 2:44:57 AM **Incident End Time** 7/15/2022 4:08:04 AM

**First Apparatus Dispatched:** 7/15/2022 2:46:29 AM

PROQA Incidnet Type: 69E06

Description Structure Fire Residential (single)

**Incident Address:** 215 1 ST , SHAUGHNESSY

Cross Street:[None selected] / [None selected]

Common Place:

**Incident Commander:** West

**Reporting Officer:** West

Contact Type: **Occupant**

Name: Cameron Meyers

Telephone 5873709588

Address 215 1 Street SHAUGHNESSY AB T0K2A0

Contact Type: **Owner**

Name: Jalene Van Hoepen ✓

Telephone 4035932764

Address PO Box 221 Stn Main LETHBRIDGE AB T1J0N9

1	<b>PBFPAGE</b>	Total Time In Service: 0 Days 0 Hrs 0 Mins 0 Sec
2	<b>PBFW31</b>	Total Time In Service: 0 Days 1 Hrs 4 Mins 2 Sec
3	<b>PBFC3</b>	Total Time In Service: 0 Days 1 Hrs 23 Mins 7 Sec
4	<b>PBFR3</b>	Total Time In Service: 0 Days 1 Hrs 17 Mins 58 Sec
5	<b>PBFE31</b>	Total Time In Service: 0 Days 1 Hrs 3 Mins 59 Sec
6	<b>PBFE32</b>	Total Time In Service: 0 Days 1 Hrs 3 Mins 58 Sec

**Incident Notes:** Appliance Fire, Chief West PBFE32

7/22/2022 2:13:01 PM User: FWEST

Arrived to find a single-family residential dwelling with light smoke conditions throughout the structure. Engine 31 assigned to fire attack, Rescue 3 assigned to search, Engine 32 assigned to water supply, and Engine 22 put on deck. Crews found fire at the hot water tank from appliance malfunction. Crews ventilated the structure and secured power to the appliance.

Information contained in this report is confidential and will be used for County of Lethbridge statistical and invoicing purposes only. If the reader is not the intended recipient you are hereby notified that any dissemination, distribution or copying of this document is strictly prohibited under the regulations of Alberta's Freedom of Information and Protection of Privacy Act, Chapter F-25

Form: CRR 04-04-11 Page 7 of 10

Page 1 of 1

**CONFIDENTIAL**



**Form: CRR 04-04-11**  
Fire Department File # F22050597  
Police Case #

**LETHBRIDGE COUNTY EMERGENCY RESPONSE REPORT**

Primary Responding Emergency Service **Coalhurst Fire Department** Total Elapsed Time: 0 Days 1 Hrs 23 Mins 7 Sec

**Incident Begin Time** 7/15/2022 2:44:57 AM **Incident End Time** 7/15/2022 4:08:04 AM

**First Apparatus Dispatched:** 7/15/2022 2:55:53 AM

PROQA Incidnet Type: 69E06

Description Structure Fire Residential (single)

**Incident Address:** 215 1 ST , SHAUGHNESSY

Cross Street:[None selected] / [None selected]

Common Place:

**Incident Commander:** Vis

**Reporting Officer:** Sorsdahl

1 **CHRFPAGE**

Total Time In Service: 0 Days 0 Hrs 0 Mins 0 Sec

2 **CHRF22**

Total Time In Service: 0 Days 1 Hrs 0 Mins 3 Sec

**Incident Notes:** Incident Notes

CHRF22

2022-08-01 9:50:23 PM User: MCONTE

Mutual aid request by Petra Butte fire.

Arrived on scene went on deck, no assistance was needed.

Cleared by command return to station.

Information contained in this report is confidential and will be used for County of Lethbridge statistical and invoicing purposes only. If the reader is not the intended recipient you are hereby notified that any dissemination, distribution or copying of this document is strictly prohibited under the regulations of Alberta's Freedom of Information and Protection of Privacy Act, Chapter F-25

**Form: CRR 04-04-11** Page 8 of 10

**Page 1 of 1**

CONFIDENTIAL



Form: CRR 04-04-11  
Fire Department File # F22050597  
Police Case #

## LETHBRIDGE COUNTY EMERGENCY RESPONSE REPORT

Primary Responding Emergency Service **Barons Fire Department** Total Elapsed Time: 0 Days 1 Hrs 23 Mins 7 Sec

Incident Begin Time 7/15/2022 2:44:57 AM Incident End Time 7/15/2022 4:08:04 AM

First Apparatus Dispatched: 7/15/2022 2:53:24 AM

PROQA Incidnet Type: 69E06

Description Structure Fire Residential (single)

Incident Address: 215 1 ST , SHAUGHNESSY

Cross Street:[None selected] / [None selected]

Common Place:

Incident Commander: [None selected]

Reporting Officer:[None selected]

1 CNTYCMD

Total Time In Service: ~~0 Days 0 Hrs 0 Mins 0 Sec~~ 1.75 Hour

Incident Notes: LC1

CNTYCMD

2022-07-21 9:24:28 AM User: KWILLMS

Called to residential structure fire. Caller woke up and house was full of smoke. On arrival of crews all residents accounted for. Light smoke presenting. No sign of fire upon search. Cleared smoke from house and then we could look for source.

Chief West doing investigation but we found electric hot water tank had power wire get overheated and melted and started plastic on hot water tank on fire. All that burned was the wire coatings and plastic cover on bottom element. Top element intact and in good condition. No breaker tripped as no arcing occurred. Could not at this point determine why element/ wires overheated and caused coating to melt.

Vented house and flipped hot water tank breaker making it safe for residents to return. Smoke detector removed as they are heavy smokers and most likely always set off detector.

Information contained in this report is confidential and will be used for County of Lethbridge statistical and invoicing purposes only. If the reader is not the intended recipient you are hereby notified that any dissemination, distribution or copying of this document is strictly prohibited under the regulations of Alberta's Freedom of Information and Protection of Privacy Act, Chapter F-25

Form: CRR 04-04-11

Page 9 of 10

Page 1 of 1



**TOWN OF PICTURE BUTTE**  
**PO BOX 670**  
**PICTURE BUTTE, AB T0K 1V0**  
**(403) 732-4555**

LETHBRIDGE COUNTY  
 100, 905 - 4TH AVENUE SOUTH  
 LETHBRIDGE, AB T1J 4E4

Invoice #	20220692
GST #	108128950RT0001
Date	2022-Aug-10
P.O. #	
Location	215 1 ST, SHAUGHNESSY
Account #	839

## Fire Invoice

<b>Service Provided: FIRE INVESTIGATION</b> <b>Date of Service: 2022-07-15 Insured Name: JAYLENE VAN HOPEN</b> <b>Policy Number:</b> <b>Attending Unit: F. WEST</b>							
Code	Description	Quantity	Price	GST		Extended	GST
	FIRE INSPECT C CLETHBRIDGE COUNTY FIRE PREVENTION	8.0000	66.0000	0.00		528.00	<input type="checkbox"/>
						<b>Subtotal</b>	528.00
FIRE INVESTIGATION FOR APPLIANCE FIRE AT 215 1 STREET IN SHAUGHNESSY. (4 HOURS)						<b>Total GST</b>	0.00
						<b>Invoice Total</b>	528.00

**Incident Number** F22050597

**Terms : Net 30 Days** A rate of 18.00% per annum (1.50% per month) interest will be charged on overdue accounts.

# AGENDA ITEM REPORT



**Title:** Quarterly Financial Report - May - July 2022  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 22 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

This is the financial report for the period of May to July 2022 for Lethbridge County. Some additional information regarding inflation and an investment market update has been included in the quarterly report for additional information.

## RECOMMENDATION:

No resolution is required.

## REASON(S) FOR RECOMMENDATION(S):

This report is for County Council information regarding the County's financial position as of July 31, 2022.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Financial reports are presented to Council throughout the year for information.

## BACKGROUND INFORMATION:

Section 268.1 of the Municipal Government Act states:

A municipality must ensure that:

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled and receipts issued in a manner directed by council.

**ALTERNATIVES / PROS / CONS:**

N/A

**FINANCIAL IMPACT:**

N/A

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

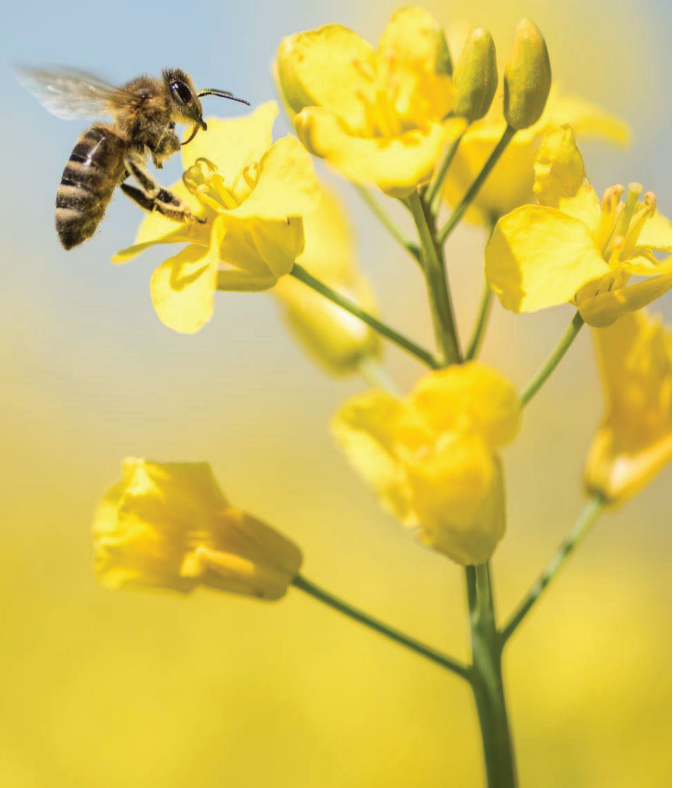
[Q2 Financial Report ending July 31-22](#)

---

# Financial Report

---

Ending July 31, 2022



**FISCAL YEAR 2022**

**Presented by: Jennifer Place**

# QUARTERLY FINANCIAL DASHBOARD to July 31, 2022

## Total Revenue Received



**8,334,709**

previous quarter  
\$3,719,937

## Total Expenses



**20,463,118**

previous quarter  
\$10,213,043

## Investments



**21,948,878**

previous quarter  
\$22,202,753

(includes M.R. GIC)

## Cash at end of quarter



**23,401,459**

previous quarter  
\$7,135,952

(HISA acct funds included)



## Accounts Payable



**4,714,701**

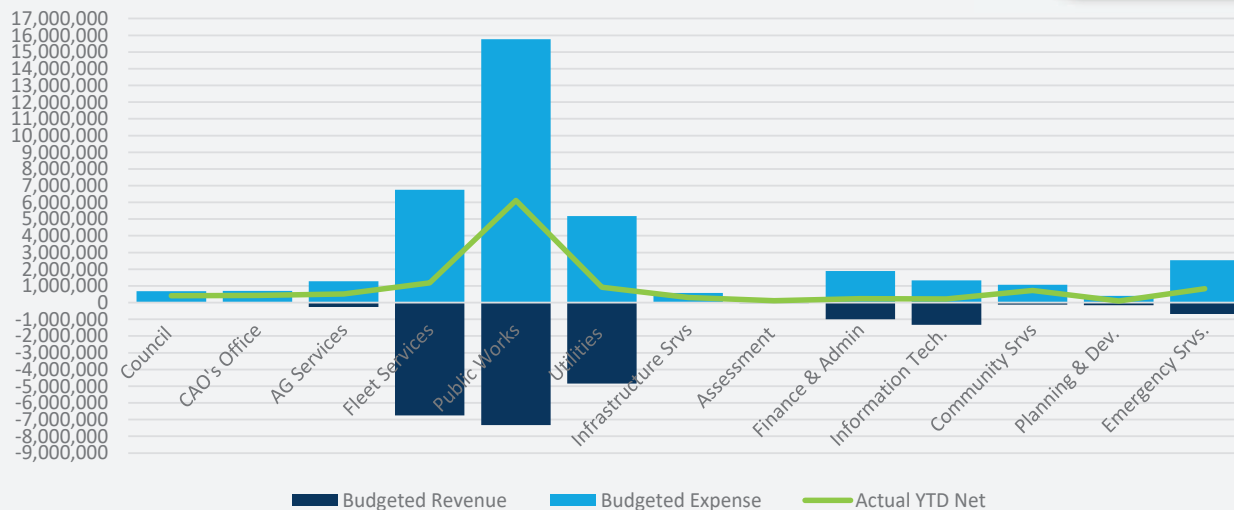
previous quarter  
\$8,204,188

## Accounts Receivable

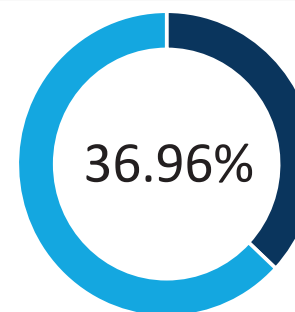


**2,183,985**

previous quarter  
\$2,197,426



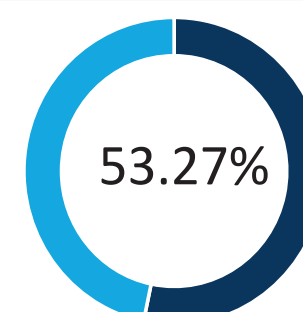
## % of income Budget



Excluding Tax Support

Budget 22,357,980  
YTD Balance 8,334,709

## % of Expenses Budget



Budget 38,101,405  
YTD Balance 10,213,076

# July 31, 2022 Financial Summary

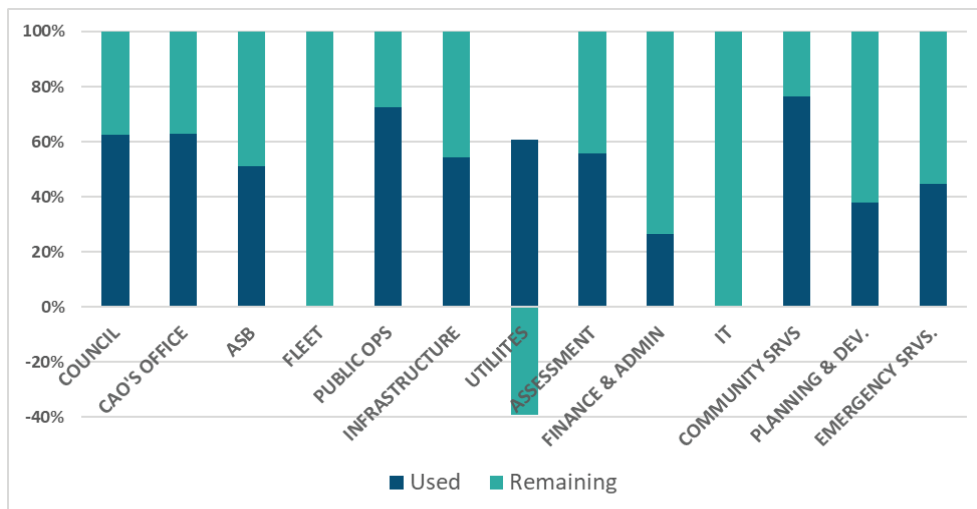
## CONSOLIDATED FINANCIAL SUMMARY

The below financial report is for the period up to July 31, 2022 and includes some budget projection estimates based on operational activities to date and any factors that may impact the overall budget. As with past practice the projections remain somewhat conservative however, best estimates are used for both revenues and expenses.

The financial summary reflects a projected surplus of \$351,032, which is consistent with the last quarterly report. The departments with the most notable estimated surplus balances are Emergency Services, Utilities, Community Services (Economic Development) and Agricultural Services. While a deficit has been noted for Fleet Services at this time due to inflation increases that are effecting fuel, supplies, parts and shipping costs. The Emergency Services department surplus is due to fire response revenues and a portion of the unused budgeted funds from the Barons Fire Department dissolving. Community Services surplus is due to the transition that took place in the Economic Development department and the Planning Department surplus is estimated based on revenues earned to date from development and permit fees. Overall as we wrap up the second quarter of the year, the majority of the department budgets are expected to be within their budgets.

The County has had some investment interest loss but should see a correction as interest rates start to increase, and bond performance improves. A synopsis of the investment market and market volatility has been included towards the end of the report. An inflation rate summary from Statistic Canada has also been included for Council's information. Further details have been included within the report under the department summaries.

The below chart which aligns with the attached financial summaries and provides a visual of the tax support funding used and remaining by department as of July 31, 2022.



### Tax Support by Department

As of July 31, 2022

Department	Budget	Actual YTD	Projected	Surplus (Deficit)	%
Council	(665,050)	(416,399)	(665,050)	-	100.00%
CAO's Office	(683,450)	(429,780)	(688,450)	(5,000)	100.73%
Agricultural Services	(1,023,495)	(521,669)	(960,088)	63,407	93.80%
Fleet Services	-	(1,178,124)	(100,000)	(100,000)	N/A
Public Works	(8,422,120)	(6,116,856)	(8,422,120)	-	100.00%
Infrastructure Department	(581,995)	(315,637)	(581,995)	-	100.00%
Utilities	(327,925)	(923,382)	(220,425)	107,500	67.22%
Assessment & Taxation	(199,865)	(111,544)	(199,865)	-	100.00%
Finance & Administration	(892,880)	(236,606)	(842,880)	50,000	94.40%
IT	-	(223,459)	-	-	N/A
Community Services	(946,345)	(724,280)	(901,220)	45,125	95.23%
Planning & Development	(258,060)	(97,603)	(238,060)	20,000	92.25%
Emergency Services	(1,861,385)	(833,071)	(1,691,385)	170,000	90.87%
<b>Tax Support</b>	<b>(15,862,570)</b>	<b>(12,128,410)</b>	<b>(15,511,538)</b>	<b>351,032</b>	<b>97.79%</b>

### Consolidated Financial Summary

Revenues	Budget	Actual YTD	Projected	Variance	%
Grants (Operating)	4,302,950	214,907	4,303,857	907	100.02%
Sales & User Charges	4,831,810	3,210,882	5,034,310	202,500	104.19%
Fines	85,000	55,542	85,000	-	100.00%
Penalties	225,000	360,029	350,000	125,000	155.56%
Rentals	180,890	90,445	180,890	-	100.00%
Return on Investments	325,000	-	250,000	(75,000)	76.92%
Other Revenue	8,506,050	3,761,683	8,506,175	125	100.00%
From Reserves	4,092,595	641,221	4,092,595	-	100.00%
<b>Total Revenue</b>	<b>22,549,295</b>	<b>8,334,709</b>	<b>22,802,827</b>	<b>253,532</b>	<b>101.12%</b>
Expenditures					
Operating / Projects	(44,834,290)	(14,356,729)	(44,736,790)	97,500	99.78%
To Reserves	(3,465,075)	(2,820,990)	(3,465,075)	-	100.00%
To Capital	9,887,500	(3,285,399)	9,887,500	-	0.00%
<b>Total Expenditures</b>	<b>(38,411,865)</b>	<b>(20,463,118)</b>	<b>(38,314,365)</b>	<b>97,500</b>	<b>99.75%</b>
<b>Tax Support</b>	<b>(15,862,570)</b>	<b>(12,128,410)</b>	<b>(15,511,538)</b>	<b>351,032</b>	<b>97.79%</b>



## Statement of Operations and Capital\*

As of July 31, 2022

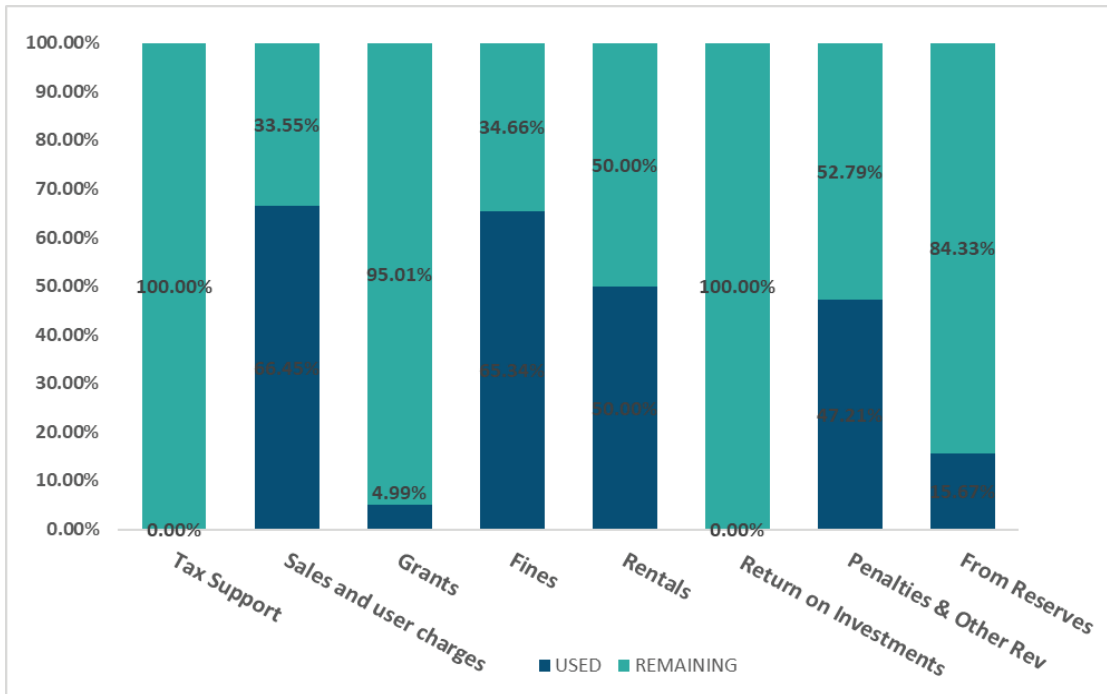
	2022 Budget	2022 Actual	Projected
<b>Revenue:</b>			
Tax Support (per budget)	\$ 15,862,570	\$ -	\$ 15,862,570
Sales and user charges	4,831,810	3,210,882	5,034,310
Grants	4,302,950	214,907	4,303,857
Fines	85,000	55,542	85,000
Penalties and costs on taxes	225,000	360,029	350,000
Rentals	180,890	90,445	180,890
Return on Investments	325,000	-	250,000
Other revenues	8,506,050	3,761,683	8,506,175
From Reserves	4,092,595	641,221	4,092,595
<b>Total revenue</b>	<b>38,411,865</b>	<b>8,334,709</b>	<b>38,665,397</b>
<b>Expenses:</b>			
Council and other legislative	680,050	431,399	680,050
General administration	5,551,480	3,011,666	5,511,463
Fire services	2,339,720	1,868,840	2,369,720
CPO Services	206,665	103,684	206,665
PW - Roads, streets, walks and lighting	15,758,320	6,733,919	15,758,320
Infrastructure	584,995	316,997	584,995
Fleet services	6,756,965	4,182,776	6,856,965
(UT) Water, wastewater and waste management	5,172,525	2,842,258	5,065,025
Family and community support	81,150	81,167	81,167
Agricultural development	1,177,935	848,774	1,097,935
Parks and recreation	102,060	41,638	102,060
<b>Total expenses</b>	<b>38,411,865</b>	<b>20,463,118</b>	<b>38,314,365</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>-</b>	<b>(12,128,410)</b>	<b>351,032</b>

The above statement of operations provides a snapshot of the revenues received to date and expenditures by department, including capital purchases.

\*The statement of Operations reflected in the yearend financial statements is presented differently.

## Revenues Earned to date

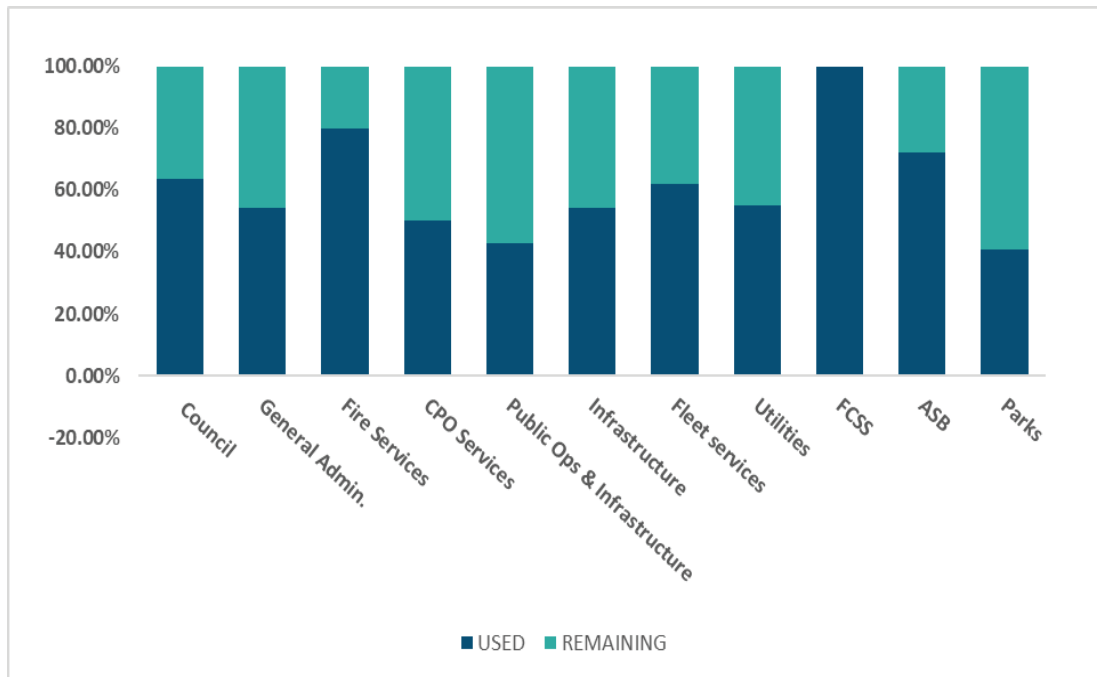
The below chart indicates the revenues recorded through to July 31<sup>st</sup>. To date the County has received just over \$8.3 million in fund, excluding tax payments (compared to \$3.7M in the last quarter), this represents approximately 21.7% of the total revenue budgeted.



---

## Expenditures by Department

This chart represents a comparison of actual expenditures spent against the budget by department. Total expenses to date are just over \$20.4 Million (53.27%) (compared to \$10.6 Million (27.62%) as of April). Of the \$20.4 Million, \$3.534,605 is for capital related expenditures.



---

## DEPARTMENT OPERATING ACTIVITY SUMMARY

The below information is a summary of department activities over the last quarter.

### *Council*

- Council has had 9 regular County Council meetings, an Agricultural Service Board meeting and 2 Special meetings thus far in 2022. All of the Council meetings are live streamed and council agendas, minutes and recordings are available on the County website. Each of the councillors provide updates of their activities at one meeting each month for public information.
- Since the Strategic Planning Session held in January, Council has begun to implement and consider the updated Strategic Plan when making decisions. A copy of the updated Strategic Plan is also available on the website.
- As of July 31st, Council made the following contributions as per resolution:

<i>Alberta Conservation Association - \$1,000</i>	<i>Community Planning Association - \$1,700</i>
<i>Oldman Watershed Council 2022 Contribution - \$4,866</i>	<i>Picture Butte Rural Crime Watch - \$1,000</i>
<i>2 Bursary Awards - \$1,000 each</i>	
<i>Each of the Community Centre Associations within the County and the Prairie Tractor &amp; Engine Museum received \$10,000 for a total of \$80,000 as per the annual budget to help support their operations and/or capital needs.</i>	

### *CAO's Office*

*Below is a summary of some of the activities the CAO has been involved with in the last quarter.*

- Hosted the 2022 RMA Member Visit
- Working with Senior Leadership Team on development of a Corporate Strategic Plan
- Attended 2022 FCM Annual Conference & Trade Show
- Attended MLA hosted Water Forum
- Participated in Council and Senior Leadership Team, Team Building Event
- Preparation and review of agenda reports for County Council
- Attendance at various meetings with County stakeholders and residents
- Preparing for upcoming Level of Service, Facilities and Tax Incentive Workshops for Council

The Human Resources Department falls under the CAO Office's, below is a list of some of the items they have been working.

- HR has reorganized all County Directives by department
- Collective Bargaining course completed by HR Manager and CAO and early preparation for negotiations
- Personality Dimensions "Colors Exercise" and session with Council and SLT
- Preparation for County 2022 Employee Recognition Event
- Department reviews and staffing considerations for now and the future
- Support and coordinate employee lunches, safety training day and micro sessions

- Employment staffing- Hired and onboarded Municipal Intern- Grant supported, Development Planner and 11 new casual operations staff
- Approved under the Canada Summer Job grant program for 6 Public operations staff
- HR working Picture Butte 2 days per week
- Updating safety directives, hosting and attending toolbox meetings and participating in joint health and safety committee meetings.

## Agricultural Services

- Spraying is ongoing with the bulk of the work completed for the season. Just under 900 KM of road slope has been sprayed. Staff are currently working on or have completed pest surveys for canola, potatoes, wheat and grasshopper.
- The roadside mowing crew have completed the first round on all paved and gravel roads. The second will go much faster as regrowth in some areas is minimal. To date 2,000 KM (44 QTR Sections) of roadside have been mowed to date.
- Ag Services extension activities have been busy with Environmental Farm Plans, Canadian Agricultural Partnership (CAP) funding and Newsletter activity, 19 farm plans have been completed this year.
- Custom spray work for the Department of Transportation has been completed. Some of our ASB owned small equipment repair also fall under this section.
- Parks mowing is ongoing with less effort needed due to very dry conditions in some areas.
- The Monarch Playground capital project is complete, and the community and area is making good use of it.
- Safety Inspection are being done monthly and safety surfacing is being upgraded where necessary.

## Fleet Services

- Regular maintenance of machinery and equipment is ongoing throughout the year to ensure equipment is safe and to help reduce any activity delays.
- Equipment purchase planning based on scheduled replacements and requirements are ongoing.

Capital Purchases to the end of July are as follows:

LETHBRIDGE COUNTY 2022 CAPITAL PROJECTS UPDATE			
Project Name	Budget Request	Spent to Date	Project Status
Replacement Divisional Grader	\$ 625,000	\$ 554,913	Grader purchased and received.
Replacement Divisional Grader	\$ 625,000	\$ 524,646	Grader purchased and received.
Replacement of FT-149 Case 9350 Tractor	\$ 500,000	\$ 385,200	Tractor purchased and received.
Replacement of ASB Tractor 175HP	\$ 190,000	\$ 226,500	Tractor purchased and received.
Forklift - Picture Butte Yard	\$ 100,000	\$ 110,836	Forklift purchased and received.
Track Skid Steer - Construction	\$ 80,000	\$ 86,500	Replacement program in place, no capital purchase cost required. Skid Steer received.
Replacement of 3 Trucks 2- 3/4 & 1 - 1 Ton	\$ 180,000	\$ 126,024	Two trucks purchased to date. Tank for 1 ton purchased; waiting on truck purchase.
Replacement of ASB Spray Truck	\$ 230,000	\$ -	Ordered, waiting for truck.
Replacement of Fuel Pumps - PB and Coaldale	\$ 40,000	\$ -	Not yet ordered.
Enterprise Fleet Program - 11 X Crew cab 1/2 ton Truck	\$ 495,000	\$ -	Ordered but not yet received.
Enterprise Fleet Program - 1 X Crew cab 1 Ton Truck	\$ 60,000	\$ -	Truck replacement no longer required for 2022.
Enterprise Fleet Program - 1 X SUV	\$ 55,000	\$ 45,101	Ordered and delivered.
Replacement of Skid Steer (Trade in EVCON)	\$ 70,000	\$ 6,416	Bobcat purchased and received.
Fire Services Truck	\$ 60,000	\$ 57,522	Truck has been purchased and received, lights and equipment install pending.
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>\$ 3,310,000</b>	<b>\$ 2,123,658</b>	

---

## Public Works

- The Public Works crews continue to be busy with road maintenance, signage, dust control, drainage activities, roadside cleanup and more
- General Dust Control Program applied 22,882 Lineal meters and for Residential dust control, the department applied 74,057 Lineal meters to 305 residences. Within the May to July time period, the following projects were completed by the specified work groups:
- The Construction work group completed rehabilitation on RR17-4 south of TWP8-1, RR21-1 from TWP12-0 to TWP12-1, Haul Route RR22-4 from HWY519 to TWP11-2 and 30% completed RR22-2 from TWP10-0 to TWP11-0.
- The Base Stabilization work group completed 28 miles of stabilization treatment and 167 miles of surface maintenance treatment.
- The Projects work group have installed 21 culverts, completed 2 ditch clean projects, conducted 5 soft spot road repairs, and installed 195 culvert markers.
- The Sign Truck work group have replaced or installed 200 signs and conducted street sweeping on multiple rural subdivisions.
- The Spray Patch work group have completed required hard surface patching on 35km of hard surface roadway as well as Fairview, Mountain Meadows, and Shaughnessy.

Grading and Graveling Update:

ACTIVITY	May to July	Year to Date
GRADING	2,366 Miles	5,089 Miles
GRAVELLING	109 Miles – 37,168 Tonnes	146.25 Miles – 49,870 Tonnes
Divisions 1,2,3,4,5 completed, Division 6 and 7 remaining.		

## Utilities

The period of May to July have been busy for the Utilities Department as utility staff have been utilizing their vacation time, leaving a smaller crew to manage daily activities and deal with utility related issues as they arise.

However, the department continues to run smoothly and has finished the following activities:

- All of the AEP requirements have been completed with regards to weekly and daily testing of all of our Water Distribution sites for Lethbridge County as well as LNCPWCOP and COLRWA.
- 877 Alberta One Call requests were made and addressed.
- In June, with the assistance of Biologist Kirby England and ASB's Matthew Wells, the Utility Department installed a pond leveler downstream of the Shaughnessy lagoons. This leveler will help deal with water backup in the drainage caused by beavers in the area. Following that completion, discharge of the Shaughnessy Lagoons was done.
- In July there was a water main break and a hydrant repair in Fairview.
- In late July, a leak was discovered on the main regional line that feeds North of the river. Repairs were done and all sampling and flushing was completed.
- Assisted AEP with 7 inspections on County systems. McGill's Industrial continues to do inspection and cleaning of our sewer force mains in Hamlets throughout the County.

## Infrastructure Services

The Infrastructure Department remains busy managing capital projects, issuing Requests for Proposals, working with engineering firms and contractors, and continued work on the Asset Management Program. An update of the Asset Management Program was presented to Council at the August 4<sup>th</sup> Council Meeting.

Below is a cost summary and status update of the capital projects (excluding Fleet capital purchases).

LETHBRIDGE COUNTY 2022 CAPITAL PROJECTS UPDATE			
Project Name	Budget Request	Spent to Date	Project Status
Horsefly Spillway - Southern Region Stormwater Committee	\$ 890,000	\$ -	Phase 1 design is almost complete, tender scheduled be issued in the fall of 2022.
RGE RD 21-1 Overlay (Corteva Road)	\$ 550,000	\$ 10,190	Construction tentatively scheduled to begin October 10th.
Iron Springs Road Improvements (RR 20-4, Centre St, 1st St)	\$ 1,510,000	\$ 31,175	This project is currently tendered.
Lafarge Road Re-Alignment	\$ 600,000	\$ 5,637	This project is in the design phase.
Water & Wastewater SCADA System Upgrades	\$ 600,000	\$ 108,512	This project is in the design and material procurement phase.
Bridge File #78397 Replacement	\$ 30,000	\$ 26,310	This project is completed.
Bridge File #79770 Replacement	\$ 350,000	\$ 17,114	Construction tentatively scheduled to begin in March 2023.
Transfer to Market Access Network Hard Top Roads/Bridges Reserve	\$ 1,064,780	\$ -	Year End Transfer
Calcium Base Stabilization Debt Repayment	\$ 705,220	\$ 352,615	Debt payments made as per repayment schedule.
AFSC Washroom Upgrades	\$ 7,500	\$ -	Project has not yet started.
Elevator Upgrades	\$ 120,000	\$ -	This project is in the design phase.
Financial Software Conversion (Phs. 2)	\$ 200,000	\$ 27,169	Project underway, configuration and training has begun. Anticipated completion fall 2022.
<b>Carry Forward &amp; Capital Project Additions</b>			
Monarch Park Replacement	\$ 160,000	\$ 150,645	This project is completed.
Bridge File #79598 Replacement	\$ 450,000	\$ 229,302	Completed. Holdback paid, some engineering outstanding.
Bridge File #71467 Replacement	\$ 250,000	\$ 193,894	Completed. Final invoices outstanding.
Records Management System	\$ 65,000	\$ 41,632	Project is ongoing.
Shaughnessy Phase 4 and 5 Eng. and Land Purchase	\$ 116,000	\$ 124,743	Finalizing detailed design, tender, and stormwater easements.
Malloy Drain Phase 2B	\$ 340,000	\$ -	Coaldale working on land purchase and design.
Mountain Meadows Slope Remediation	\$ 695,000	\$ 92,009	This project tender has been awarded. Waiting on contractors schedule.
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>\$ 8,703,500</b>	<b>\$ 1,410,947</b>	

## Finance & Administration

The Finance & Administration Department spent the majority of the second quarter preparing, printing and mailing out the Assessment and Tax Notices as well as the Business Tax Notices.

Additional activities within the department include:

- The Municipal Intern was hired and started at the County on June 27<sup>th</sup>, reporting to the Manager of Finance & Administration.
- 7,916 Tax Notices were mailed for a total levy of \$23,587,378 (which includes requisitions), \$19,903,202 has been received in tax payments.
- Business Tax levied was 1,565,558, with \$1,93,031 in payments received to July 31<sup>st</sup>.
- Tax Penalties will be levied in August.
- Utility bills have been levied for January – July for a total of \$606,240, meter readings used are based on the previous months use.
- Payroll, Accounts Receivable and Accounts Payable are paid and invoiced on regular intervals to ensure timely payment and receipt of funds. Payroll has also been busy updating all the new hire information within the payroll system.
- The Manager of Finance & Administration continues to work on the implementation and configuration of the new financial software system. The Utility module should be ready to go live by the end of August.
- Budget preparation with all of the department managers will begin mid-August.



---

## *Information Technology (IT)*

The IT Department manages and maintains all of the County's phones and computer related hardware and software as well as all Audio-Visual equipment. Throughout the year the department is busy assisting staff with IT support, equipment repairs and purchasing and installing scheduled equipment replacements.

The department has also been working on the following projects:

- Cyber Security: Implementations and Recommendations (year-round)
  - Computer/Mobility: Installation and Maintenance (year-round)
  - Financial System and Records Management: Implementation (year-round)
- To date the following items related to records management have been completed:

Libraries have been built to match the Retention and Classification Scheme. Agreements have been transitioned into FileHold program with metadata fields filled in for each record. All bylaws have been imported from Bylaw 1 to current adopted bylaws and four training sessions have occurred with more scheduled for late August.

## *Community Services*

The Community Services Department remains busy by providing assistance to all departments, updating policies, working through Planning and Development items and Economic Development related matters.

Some additional activities include:

- Researched and drafted a Waste Commission Bylaw and an ASB Bylaw for the Public Operations Department
- Successfully completed my three-day, virtual, Professional Registered Parliamentary examination
- Helped facilitate county support for the Airshow
- Helped coordinate the creation of a professional video of the county to be filmed on August 22
- Met with City of Lethbridge twice to consider fire service options
- Wrote and presented six reports to council
- Assisting with planning for an emergency response exercise in September

## *Planning & Development*

A thorough quarterly report of the Planning & Development Department was provided to Council at the August 4<sup>th</sup> County Council meeting. Below are a few highlights from the report:

- 122 Development Permits have been received as of June 30<sup>th</sup>, 114 have been issued, 3 refused and 15 are under review.
- Of the permits issued 30 are residential, 35 accessory buildings, 21 commercial/industrial, 13 agricultural, 4 signage, 2 home occupations, 1 institutional and 8 miscellaneous.
- Building Permits issued to June 30<sup>th</sup> include; 108 Building permits, 215 Electrical Permits, 137 Gas, 70 Plumbing and 31 private septic disposal system.
- As of July 31st, the planning department has received \$44,021 in Development Permit Revenue, \$77,840 for building permits and \$17,009 in other revenues related to planning.
- A surplus of \$20,00 in revenues has been projection at this time.

---

## Emergency Services

The Emergency Services Department includes all of the CPO Activities, Fire revenues, fire agreement and Policing Costs. Revenues earned to date for fire services is \$733,811, this includes a large invoice for a 2021 fire response, which the County did not receive invoicing details for until 2022.

### Fire Services

Responses in the County by Fire Department:

City of Lethbridge	50
Town of Coaldale	82
Town of Coalhurst	48
Town of Nobleford	40
Town of Picture Butte	99
Village of Barons	2

Below is a listing of the Regional Fire Services Coordinators activities to date:

- Investigations – 40 Business & 15 Fire, Inspections – 5, Plans review – 17
- Responded to 42 incidents with Contracted departments in second quarter
- Completed AHIMT block 2 training
- Continuing working with Dispatch on response plan implementation
- Implementing new records management program
- Worked with DEM on regional emergency management group
- Worked with DEM on regional exercise for September
- Assisted fire services with Air show
- Working with Coaldale on Fire Study
- Attended Alberta Fire Chiefs Association meeting
- Attended Alberta Fire Training Officers meeting and working on Fire training conference in Grand Prairie
- Worked with Mattie on multiple public education pieces
- Fully implemented new Fire permitting app – new program along with knowing I am out and about has drastically reduced amount of not permitted or burning during restrictions.
- Transported 1 dog to shelter when CPO was on holidays
- Worked with departments to adjust to Barons Fire Closure and made sure we still had area covered
- Assisted Baron with the dissolution of the department and its assets
- Hope to implement Fire Prevention officer/program to make public education and safety a high priority for the county. Currently only touching the surface of what could be accomplished.
- Currently working with Picture Butte Fire on ways to improve recruitment and retention of volunteers for county departments. Daytime response is getting harder and harder for volunteer departments. Businesses are less interested in letting employees leave during work hours.

---

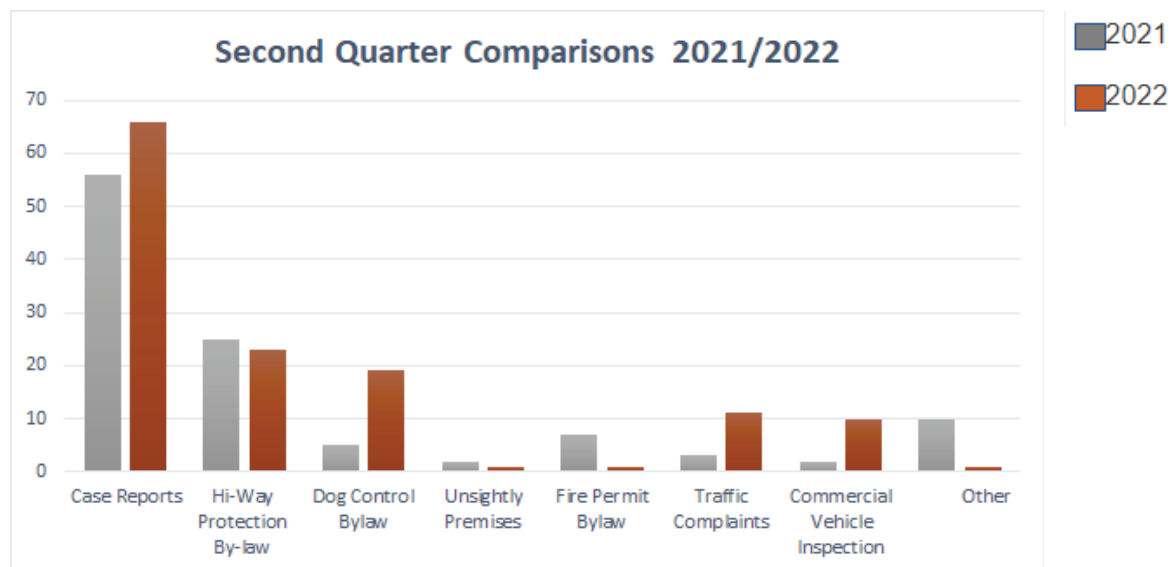
### ***Community Peace Officer (CPO)***

The Community Peace Officer has prepared a report of his activities for the second quarter. Below are a few highlights and a chart from the report comparing the 2021 to 2022 quarterly CPO activities.

Currently, Lethbridge County has one full-time CPO who uses education and enforcement to gain compliance on a variety of Lethbridge County Bylaws. The CPO is also authorized to enforce the Traffic Safety Act and regulations under the Act.

The County has received \$57,738 in Provincial fines to date, this number includes any outstanding fine from previous years that have since been paid. Actual amount for fines issued in 2022 is \$43,618.

Over the last quarter 149 violation tickets and 52 written warnings were issued. The majority of the violations and warnings were in regard to speeding, failing to stop at stop signs and some commercial vehicle violations.



---

### Financial Information/Update

As the County prepares for the upcoming budget season, all departments will be doing a full analysis of their budgets as management must consider all cost increases related to the high inflation rates, we have seen this year. The County is already seeing the impact to fuel, supplies and materials, shipping/transport rates and contracted construction costs. Additionally, union negotiations will be taking place beginning in the fall, which may also have an impact on the budget.

Statistics Canada released the below statement on July 20, 2022:

“The rate of consumer inflation continued to rise, reaching 8.1% year over year in June, following a 7.7% gain in May. The increase was the largest yearly change since January 1983. The acceleration in June was mainly due to higher prices for gasoline, however, price increases remained broad-based with seven of eight major components rising by 3% or more”.

Below is a table from Statistics Canada showing the price of inflation by product for 2022.

Geography	Alberta ( <a href="#">map</a> )						
Products and product groups <sup>3, 4</sup>	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022
	2002=100						
All-items	152.8	154.5	156.5	157.0	159.2	161.4	161.4
Food <sup>5</sup>	162.9	164.6	166.5	167.5	168.8	169.3	170.5
Shelter <sup>6</sup>	186.2	188.4	187.2	189.7	191.7	194.7	193.7
Household operations, furnishings and equipment	121.3	122.8	125.0	126.0	127.5	127.4	127.6
Clothing and footwear	94.9	94.8	97.0	97.3	100.3	99.5	96.9
Transportation	166.9	169.4	176.9	174.8	178.9	187.0	187.5
Gasoline	210.6	221.8	251.6	236.4	254.7	289.0	278.7
Energy <sup>7</sup>	229.7	240.3	245.3	239.5	254.3	284.2	268.4
Goods <sup>8</sup>	134.5	136.6	139.2	138.9	141.5	144.5	143.3
Services <sup>9</sup>	172.2	173.2	174.3	176.0	177.5	178.6	180.2

---

### Provincial Updates

No new funding announcements have been made since the last quarterly report, the below information remains the same as in the last financial report. As is the practice, administration will continue to look for additional grant funding to assist with capital projects as information becomes available.

#### **Municipal Sustainability Initiative (MSI) Grant Funding**

The province has notified that the MSI Grant funding stream will end in 2023-24 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024-25. The LGFF will include \$722 million in capital funding legislated under the Local Government Fiscal Framework Act and non-legislated operating funding.

The 2023 allowance will be similar to 2022 allocations (MSI Capital including BMTG – \$1,388,843 & MSI Operating - \$105,390). These allocations are based on Budget 2022 targets and will be confirmed upon legislative approval of the provincial Budget 2023.

#### **Canada Community Building Fund (CCBF) (Formerly Gas Tax Fund) Grant Funding**

The 2022 allocation has been announced at \$620,413 (2021 allocation was \$619,899 plus top-up of \$592,320).

## Grant Summary

### Lethbridge County GRANTS SUMMARY as at July 31, 2022

	Budget- As approved	Approved	Received	Comments
<b>ADMINISTRATION &amp; FINANCE</b>				
MSI Operating - Consultant -Assessment Review	35,000		35,000	Submission of Spending Plan no longer required
Municipal Affairs - Municipal Intern Grant	60,000	Y	60,000	Grant is for full 18 month Term
<b>INFORMATION TECHNOLOGY</b>				
MSI Operating - Financial Software Conversion Phase 2	90,000		90,000	Submission of Spending Plan no longer required
MSI Operating - Consultant -Scanning Records	30,000		30,000	Submission of Spending Plan no longer required
<b>AGRICULTURAL SERVICES</b>				
ASB Legislative & Resource Management Funding Grant	217,907	Y	217,907	Annual Allocation
<b>PUBLIC WORKS</b>				
MSI - Horseshy Spillway-Southern Region Stormwater Committee	890,000		-	Approved project.
MSI - Rge Rd 21-1 Overlay (Corteva Road)	550,000	Y	-	Approved project.
MSI - Iron Springs Rd Improvements(RR20-4, Centre St., 1st St.)	1,510,000	Y	-	Approved project.
MSI - Lafarge Road Re-Alignment	600,000	Y	-	Approved project.
MSI-BMTG Road Rehabilitation	248,950	Y	-	Approved project.
<b>TOTAL</b>	<b>\$ 4,231,857</b>		<b>\$ 432,907</b>	

	Projects C/F to 2021	Approved	Received	
EMPP - Unified ECC/EOC Functional Exercise	3,200.00	Y	3,200.00	To complete by Dec. 31, 2022.
FGTF - Mountain Meadows Slope Failure Remediation-GTF 16(	514,000.00	Y	514,000.00	C/F to 2022
MSI - 8 Mile Lake Basin & Battersea Drain - CAP 8842	181,856.00	Y	235,000.00	C/F to 2022
MSI - Rave Infrastructure Upgrades-Eng. - CAP7711	120,940.00	Y	160,000.00	C/F to 2022. Project tied with Hwy 3 Corridor.
MSI - Shaughnessy Ph4&5 - Eng & Land Purchase - CAP 1229(	94,865.00	Y	135,000.00	C/F to 2022
MSI - Sunset Acres Base & Pave 9RR224) - CAP 13392	366,196.77	Y	700,000.00	C/F to 2022
MSI - Malloy Phase 2B-CAP 13395	340,000.00	Y	340,000.00	C/F to 2022
		Y		
	Project Not in Budget	Approved	Received	
STIP-LRB - Bridge File #79770	300,000	D	-	Project not approved.
MSP - Iron Springs Road Improvement	197,036	Y	197,036.00	Project approved-May 26, 2022.
ACP - Municipal Internship - Finance Officer	60,000	Y	60,000.00	Funds received-August 3, 2022
Summer Jobs Grant	14,000	Y		To use funds by August 31, 2022

Y - Yes, project is approved.  
N - No, awaiting for approval.  
D - Declined.  
P - Pending.  
C - Cancelled.

---

## Investment Summary

Below are comments related to the investment market from the County's Advisor, James Hobson, CIBC Wood Gundy.

### **Market Commentary:**

- The Bank of Canada is expected to further hike interest rates by 75 basis points in September to bring the policy rate to 3.25%.
- The US Federal Reserve is also expected to make a similar announcement to bring the Fed Funds range to a 3.25% ceiling.
- Supply chain issues and the war in Ukraine will keep the multi-decade high inflation numbers elevated in the near-term.
- The recent pull-back in oil prices signals relief could be around the corner, and come 2023, we anticipate inflationary pressure to moderate as supply chain issues ease and global economic activities slow.

### **Market Volatility:**

- All investments remain fully compliant with the MGA section 250 which restricts all investments held to be principally guaranteed.
- Price changes on bonds fluctuate with prevailing market conditions and while the recent returns are shown as negative, these are temporary fluctuations that do not impact the principal guarantee on each bond at maturity nor the minimum interest rates or annual investment revenues that were locked-in at the time of purchase.
- As all investments held have a principal guarantee, the volatility is known to be temporary. However, this volatility also provides a positive impact to the portfolio as our expected rate of return for the portfolio going forward has materially increased. The bond ladder that we have setup is exactly for these type of market conditions. A bond ladder is an investment strategy that is employed to hedge against a rising rate environment by evenly distributing maturities across various terms. Every year we will have maturities coming due along with annual cash flows that can be utilized to take advantage of prevailing market conditions. As maturities come due and interest is paid, all reinvestments will be at higher rates than when originally purchased (above 4%), which is well above the minimum rates of return that we have locked-in on the existing portfolio.
- Priorities should be focused on minimizing cash balances and taking advantage of the higher interest rate environment to hedge against inflation.
- In light of the historic move in interest rates over the past 6 months (which we have not seen for at least 40 years), the total return since inception of the portfolio remains positive at +3.053%.
- To put into perspective the significant change in bond prices - the Benchmark FTSE/TMX Canada Universe Bond Index was down -11.39% in the past year.
- We continuously monitor the portfolio to take advantage of market conditions which enhances returns above the minimum forecasted yield at the time of purchase. This past year, we identified several opportunities to reinvest approximately \$2.2M of existing positions into higher yielding investments with identical structures, and also crystalized an excess 4% gain on one of the investments. We continuously shop the major banks for the most competitive investment vehicles as the market evolve in order to increase portfolio yield and/or lock-in gains.

## Investment Summary

Page 21 of 21

DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
March 17, 2022	March 17, 2023	2,069,355.56	2,096,257.18	2,284.80	26,901.62	1.300%	CWB GIC
April 14, 2022	April 15, 2023	2,709,425.27	2,758,736.81	4,188.10	49,311.54	1.820%	Canaccord
February 25, 2022	February 27, 2023	1,031,150.40	1,050,742.29	1,663.97	19,591.89	1.900%	Canaccord
October 19, 2021	October 19, 2022	2,036,200.00	2,051,471.50	1,297.03	15,271.50	0.750%	Servus Credit
December 31, 2021	December 31, 2022	5,828,131.98	5,952,271.19	10,344.93	124,139.21	2.130%	CIBC WoodGundy
December 31, 2021	December 31, 2022	3,274,615.59	3,344,364.90	5,812.44	69,749.31	2.130%	CIBC WoodGundy
September 30, 2021	September 30, 2022	5,000,000.00	5,105,000.00	8,750.00	105,000.00	2.100%	Raymond James
		<b>21,948,878.80</b>					
RBC Investment Account		13,290,819.70	13,291,632.44	812.74	9,569.39	0.072%	RBC
	<b>TOTALS</b>	<b>35,239,698.50</b>	<b>35,650,476.31</b>	<b>35,154.02</b>	<b>419,534.46</b>		
May 7, 2022	May 7, 2023	255,525.18	262,168.83	564.26	6,643.65	2.600%	CWB GIC



# AGENDA ITEM REPORT



**Title:** 2022 Business Tax Adjustments  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 02 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

As per the Business Tax Adjustment Policy #165, some 2022 business tax adjustment requests have been submitted to the County for Council approval on or before the July 31st deadline. The assessor reviewed the three requests received and a summary has been included for Council's review. The total adjustment amount would reduce the 2022 Business Tax Levy by \$1,772.50. The 2022 Business Tax Levy total was \$1,565,558.20.

## RECOMMENDATION:

That County Council approved the 2022 Business Tax adjustment requests as presented in the total amount of \$1,772.50.

## REASON(S) FOR RECOMMENDATION(S):

Administration has made the recommendation as the adjustment requests meet Policy #165 guidelines and all of the applicants completed a sworn declaration.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 165 - Business Tax Adjustments

## BACKGROUND INFORMATION:

The 2022 Business Tax was levied on June 3, 2022. As stated on the notices Livestock Producers had until July 15, 2022 to submit an adjustment request. Per the Business Tax Adjustments Policy #165, producers can submit a sworn request for an adjustment of the business tax based on the permitted capacity verses actual held capacity each year. Any adjustments approved by Council will be made by the Finance Department and an amendment will be reflected on a revised 2022 business tax notice.

As attached, Administration received three requests for 2022. For Council information, a history of the number of requests received over the past 5 years has been included.

2021 - 8

2020 - 8

2019 - 8

2018 - 13

2017 - 19

#### **ALTERNATIVES / PROS / CONS:**

Council has the discretion to approve or deny any business tax adjustment as per the policy.

If the requests were to be denied the following would apply:

PRO - no change to the 2022 business tax amount levied

CON - the submitted requests have all been reviewed by administration, and include sworn declarations that meet the 85% threshold per policy guidelines, therefore denying a request would not fully align with the Policy.

#### **FINANCIAL IMPACT:**

There would be a reduction to the 2022 Business Tax levy of \$1,772.50.

#### **LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

#### **ATTACHMENTS:**

[165BusinessTaxAdjustments\\_k9ihf3](#)

[2022 BT Adjustments](#)



## Lethbridge County Policy Handbook

**EFFECTIVE:** May 5, 2016

**SECTION:** 100    **NO.** 165    **Page** 1 of 2

**APPROVED BY:** County Council

**SUBJECT:** Business Tax  
Adjustments

**REVISED DATE:** August 3, 2017

---

### 1. Purpose

The purpose of this policy is to:

- 1.1. Establish and define standards, procedures and restrictions for the cancellation, reduction, refund or deferral of the business taxes of Lethbridge County. Council cannot adjust the assessment amount;
- 1.2. Ensure compliance with the *Municipal Government Act*, and
- 1.3. Establish equitable and consistent application of policy.

### 2. Guiding Principles

- 2.1. This policy does not replace a person's ability to file a complaint with the Assessment Review Board.
- 2.2. Council cannot delegate business tax adjustments to Administration as per the *Municipal Government Act*.
- 2.3. This policy is in conjunction with the current Business Tax Bylaw.
- 2.4. As per the *Municipal Government Act*, Business Tax assessments are based on storage capacity of the premises occupied for the purposes of the business.
- 2.5. Any decision made by Council applies to the current tax year only.

### 3. Policy

- 3.1. Each business tax adjustment request must be set out on a Lethbridge County form for submission to Council. All requests must have a statutory declaration included stating the maximum quantity of livestock held at any point in time during the previous calendar year.



## Lethbridge County Policy Handbook

**EFFECTIVE:** May 5, 2016

**SECTION:** 100    **NO.** 165    **Page** 2 of 2

**APPROVED BY:** County Council

**SUBJECT:** Business Tax  
Adjustments

**REVISED DATE:** August 3, 2017

---

3.2. The request form must be submitted to the Lethbridge County Assessment department before the final complaint date specified on the notice.

3.3. Council has the discretion to approve or deny any business tax adjustment request.

3.4. Based on the maximum quantity of livestock held at any point in time during the previous calendar year;

3.4.1. If zero livestock were held, Council will cancel the business tax levied,

3.4.2. If below the minimum exemption thresholds as set out in the current Business Tax Bylaw Council may cancel the business tax levied,

3.4.3. If greater than the minimum exemption thresholds as set out in the current Business Tax Bylaw and below 85% of assessed value, Council may cancel, reduce or refund the business tax by an equivalent amount,

3.4.4. If greater than 85% of the assessed value, Council will not cancel, reduce or refund a portion of the business tax.

#### **4. Penalties**

4.1. Penalties for a false statement are subject to a fine up to \$10,000 and Council will establish the fine on a case by case basis. The importance of statutory declarations is reflected in the *Criminal Code*. A person who makes a false affidavit or statutory declaration can face a maximum penalty of 14 years imprisonment.

Tax Roll	Customer Name	Type	Permitted Capacity	Original Assessment (Animal Units)	Original Invoice	Sworn Maximum Quantity	Revised Assessment (Animal Units)	Revised Invoice Amount	Adjustment Totals	85% Threshold	
7380000	Jesco Farms Inc.	Feeders	650	325	\$ 812.50	325	163	\$ 407.50	(405.00)	50%	Reduced number of cattle being feed.
23350000	South Spring Dairy Ltd.	Milking Cows	400	800	\$ 2,000.00	240	480	\$ 1,200.00	(800.00)	60%	Actual number is lower than approved capacity
21160000	Nivin Farms Ltd.	Beef	1,200	1091	\$ 2,727.50	950	864	\$ 2,160.00	(567.50)	79%	Have not filled permitted capacity at this time.
2022 Business Tax Levy									\$ 1,565,558.20		
Adjustments									(1,772.50)		
LEVY BALANCE AFTER ADJUSTMENTS									<u>\$1,563,785.70</u>		



## BUSINESS TAX ADJUSTMENT REQUEST

(Must be submitted to Lethbridge County office by JULY 31, 2022)

Please use information from the 2022 Business Tax Notice

Roll # 7380000

Legal Description NE-33-09-19-4

Permit # 92-77

Animal Type Feeders

Permitted Storage Capacity 650

Maximum quantity of livestock held at any point  
in time during the previous calendar year (2021) 325

Explanation for request:

I have temporarily reduced the # of cattle I am  
feeding.

George Matthews  
Print Name

George Matthews  
Signature

July 19/22  
Date

403-308-0612  
Phone Number

Statutory Declaration must be submitted with this form.

To avoid penalties, taxes must be paid on or before July 31, 2022 even if a business tax adjustment request is submitted.

Statutory Declaration

CANADA  
Province of Alberta

In the matter of

Business Tax Waiver Request

To Wit:

I, George Matthies  
of Box 749, Coaldale AB T1M1M6  
in the Province of Alberta

do solemnly declare that: I am requesting a temporary reduction  
of animal units of 325 from 650, for 2022

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at the city of Lethbridge

in the Province of Alberta

this 19 day of July, 2022

Mathew William Patenaude  
Commissioner for Oaths  
My Commission Expires  
March 12, 2023

(Print or Stamp Name of Commissioner)

George Matthies  
(Signature of Declarant)

March 12, 2023

(Expiry Date of Commission or Office)



**BUSINESS TAX ADJUSTMENT REQUEST**  
(Must be submitted to Lethbridge County office by JULY 31, 2022)



Please use information from the 2022 Business Tax Notice

Roll # 23350000

Legal Description SE 5 11 20 W4

Permit # LA 07001

Animal Type dairy cows

Permitted Storage Capacity 400

Maximum quantity of livestock held at any point  
in time during the previous calendar year (2021) 240

Explanation for request:

actual milking cows  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Willy van Diemen  
Print Name

[Signature]  
Signature

June 16 2022  
Date

403 738 4375  
Phone Number

Statutory Declaration must be submitted with this form.

To avoid penalties, taxes must be paid on or before July 31, 2022 even if a business tax adjustment request is submitted.



Statutory Declaration

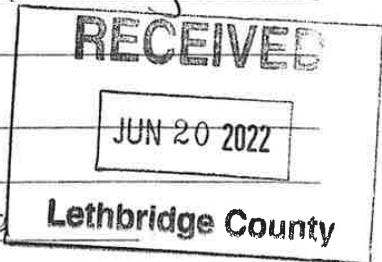
CANADA  
Province of Alberta

In the matter of

business tax adj

To Wit:

I, Willy van Diemen  
of Picture Butte  
in the Prov of AB Canada



do solemnly declare that:

South Spring Dairy Ltd  
is milking 240 cows in 2021

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at the city of Lethbridge

in the Province of Alberta

this 20 day of June, 2020

Mathew William Patenaude  
Commissioner for Oaths  
My Commission Expires  
March 12, 2023  
M Patenaude

(Print or Stamp Name of Commissioner)

A handwritten signature in blue ink, appearing to be "W van Diemen".

(Signature of Declarant)

March 12, 2023

(Expiry Date of Commission or Office)



## BUSINESS TAX ADJUSTMENT REQUEST

(Must be submitted to Lethbridge County office by JULY 31, 2022)

Please use information from the 2022 Business Tax Notice

Roll # 21160000

Legal Description NE 1-10-20-4

Permit # 2000-124

Animal Type Beef

Permitted Storage Capacity 1200

Maximum quantity of livestock held at any point  
in time during the previous calendar year (2021) 950

Explanation for request:

Did not fill to legal capacity

RECEIVED
JUN 29 2022
Lethbridge County

John Leusink  
Print Name

[Signature]  
Signature

June 29/22  
Date

403-380-0408  
Phone Number

Statutory Declaration must be submitted with this form.

To avoid penalties, taxes must be paid on or before July 31, 2022 even if a business tax adjustment request is submitted.

Statutory Declaration

CANADA  
Province of Alberta

In the matter of

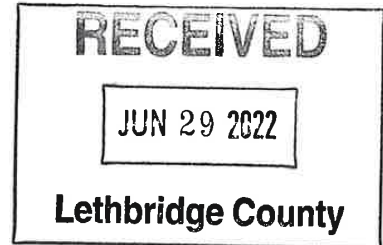
Business Tax Waiver Request

To Wit:

I, John Leusink  
of Box 1529 Coaldale AB  
in the province of Alberta

do solemnly declare that:

I only filled up to 950 head of cattle



AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at the city of Lethbridge

in the Province of Alberta

this 29 day of June, 2022

Mathew William Patenaude  
Commissioner for Oaths  
My Commission Expires  
March 12, 2023  
M. Patenaude

(Print or Stamp Name of Commissioner)

[Signature]  
(Signature of Declarant)

March 12, 2023

(Expiry Date of Commission or Office)

# AGENDA ITEM REPORT



**Title:** Tax Penalty Waiver Request  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 22 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

A tax penalty waiver request has been received in the amount of \$304.53.

## RECOMMENDATION:

That County Council not waive tax penalties in the amount of \$304.53 as requested for tax roll 37620404.

## REASON(S) FOR RECOMMENDATION(S):

Administration has made the recommendation as penalties were levied per the Tax Penalty Bylaw #1273 and additionally a waiver of penalty could set some precedent for future requests of a similar nature.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Historically County Council has not waived tax penalties, however, the Municipal Government Act states the following with regards to cancellation, reduction, refund or deferral of taxes;

**Section 347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

## BACKGROUND INFORMATION:

Mr. Williams contacted the County Administrative office on Tuesday, August 2nd to inquire what his tax balance was as he stated he did not recall receiving his Tax and Assessment Notice in the mail. The Tax Clerk verified that the mailing address on file was correct and that the County had not

received a returned notice. Once this was confirmed, the Tax Clerk notified Mr. Williams that a 5% penalty would be added to his taxes as the payment was now late and considered past due. Mr. Williams then requested to speak with the Manager of Finance & Administration, who reiterated the same information regarding the taxes and explained that a tax penalty waiver request would have to be directed to Council for their consideration as Administration does not have the authority to waive late payment penalties.

Attached is a copy of Mr. Williams request to Council requesting a waiver of tax penalty in the amount of \$304.53. As the email states, payment was made online and received on August 2, 2022.

**ALTERNATIVES / PROS / CONS:**

1) Waive tax penalty in the amount of \$304.53 as per the request

**Pro** - Would satisfy the penalty waiver request

**Con** - There is a tax penalty bylaw in place, and waiving the penalty could set a precedent for similar future requests

**FINANCIAL IMPACT:**

Loss of tax penalty in the amount of \$304.53.

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Request for late penalty waive Account #37620404](#)

**From:** [Rob W](#)  
**To:** [Jennifer Place](#)  
**Subject:** Request for late penalty waive Account #37620404  
**Date:** Tuesday, August 2, 2022 12:00:57 PM

---

Greetings Reeve Tory Campbell & Lethbridge County Council members,

Aug 2, 2022

Account number 37620404

I am requesting the late penalty for my property taxes of \$304.53 to be waived. I was unaware I could drop off a cheque over the long weekend. When I googled "pay Lethbridge County property taxes" on my iPhone, I clicked on "Online Payments-Lethbridge County" and this is the information that came up:

**"ONLINE CREDIT CARD PAYMENTS THROUGH PLASTIQ:**

You can pay Accounts Receivable, Utility and Tax bills using credit or debit cards through Plastiq, a third-party service provider that accepts MasterCard, Visa, Discover or American Express. Please note that payments may take 2-3 business days to process"

Due to the fact that it would take 2-3 business days, I came to the conclusion that coming in person would be the best way as I could make payment right away without the 2-3 business day delays. Please consider waving this fee as \$300 is a lot on top of a \$6000 tax bill. It is uncharacteristic of me to be late on this or any payment for that matter. After speaking to a county representative I am now fully aware of the payment options and will ensure this will not happen again. I have made the \$6090.70 payment as of eleven am on August 2, 2022.

Thanks,  
Robert Williams

# AGENDA ITEM REPORT



**Title:** 2023 Budget Presentation Schedule  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Corporate Services  
**Report Author:** Jeremy Vander Meulen

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 24 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Attached is the proposed 2023 Budget Presentation Schedule for Council for the upcoming 2023 - 2025 Operating and 2023 - 2027 Capital Budget deliberations. The schedule presents a timeline for budget presentations from staff for Councils review and direction, culminating with final approval of the budget.

## RECOMMENDATION:

That County Council approve the 2023 Budget Presentation Schedule as presented.

## REASON(S) FOR RECOMMENDATION(S):

As per the Municipal Government Act, Council must approve an operating and capital budget annually prior to any spending. Budgets are typically approved in December or early January to ensure seamless continuity of operations and planning for Capital Projects.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Under the Municipal Government Act- Section 242(1) - Each council must adopt an operating budget for each calendar year and,

Under the Municipal Government Act - Section 245 - Each council must adopt a capital budget for each calendar year

## BACKGROUND INFORMATION:

The budget schedule is developed to ensure county residents are informed of the process and are aware of the timeline to allow adequate time to voice their priorities and concerns. The schedule also provides Council with set dates with ample opportunity for budget presentations from Administration for the purpose of deliberation, discussion, direction and final approval.

The process for developing the Operating and Capital budgets begins with staff in early fall. This allows all departments the time for a comprehensive review of their department's budgetary needs and requirements.

Each department reviews their operations, service levels and strategic goals based upon Council's direction through the Strategic Plan and Policies. Draft budgets are developed and revised as required prior to the final draft that is presented to Council for deliberations.

**ALTERNATIVES / PROS / CONS:**

Council can propose different presentation dates or presentation process.

**FINANCIAL IMPACT:**

A budget must be reviewed, considered and passed by Council as per the Municipal Government Act and for municipal operation purposes.

**LEVEL OF PUBLIC PARTICIPATION:**

☐ Inform      ☐ Consult      ☒ Involve      ☐ Collaborate      ☐ Empower

**ATTACHMENTS:**

[2023 Budget Schedule - Council](#)



## 2023 BUDGET PRESENTATION COUNCIL SCHEDULE

<b>DRAFT BUDGET DISTRIBUTED TO COUNCIL</b>	
▪ Thursday, November 17	
<b>OPERATING &amp; CAPITAL BUDGET PRESENTED TO COUNCIL, Day 1</b>	<b>BUDGET MEETING</b>
▪ Tuesday, November 29	(SLT & Council)
<b>OPERATING &amp; CAPITAL BUDGET PRESENTED TO COUNCIL, Day 2</b>	<b>BUDGET MEETING</b>
▪ Wednesday, November 30	(SLT & Council)
<b>BUDGET REVIEW WITH COUNCIL</b>	<b>BUDGET MEETING</b>
▪ Tuesday, December 6	(SLT & Council)
<b>BUDGET REVIEW WITH COUNCIL – 2<sup>nd</sup> Review</b>	<b>BUDGET MEETING</b>
▪ Thursday, December 8 – <i>(tentative - if required)</i>	(SLT & Council)
<b>COUNCIL APPROVAL – 2023 OPERATING &amp; CAPITAL BUDGET</b> <i>(or 2023 Interim Operating Budget)</i>	<b>COUNCIL MEETING</b>
▪ Thursday, December 15	
<b>COUNCIL APPROVAL – 2023 OPERATING &amp; CAPITAL BUDGET</b>	<b>COUNCIL MEETING</b>
▪ <i>First Regular January 2023 Council Meeting (if required)</i>	

# AGENDA ITEM REPORT



**Title:** Link Pathway Project - Phase 1 Approval Request  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Senior Staff  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 22 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

The Link Pathway project appears to have met the conditions Council established in its September, 2020 resolution that would allow the project to proceed - for Phase 1 only. The Link Pathway Society is proposing that an approximately 3.5 kilometre length of pathway leading westward from Coaldale be considered as Phase 1 of two proposed phases of the project. The attached Link Pathway Phase 1 Alignment document shows the proposed route.

## RECOMMENDATION:

**Recommendation #1.** That the September 17, 2020 Council resolution regarding the Link Pathway be amended to read as follows: (see attached Appendix 1)

**Recommendation #2.** That Lethbridge County Council approves the Memorandum of Understanding between the Saint Mary River Irrigation District, the Link Pathway Society, and further, that Lethbridge County hereby authorizes the construction of Phase 1 of the Link Pathway.

## REASON(S) FOR RECOMMENDATION(S):

The Link Pathway Society has fulfilled the conditions Council requested. Council is therefore now in a position to consider approving construction of Phase 1 of the Link Pathway Project.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Council resolution outlining the County's requirements for the pathway to be approved was adopted on September 17, 2020. For the purpose of authorizing Phase 1 of the project to proceed, Administration has included proposed amendments to the original resolution as included in Appendix 1. Administration also provided a pathway project status update to Council on May 6, 2021.

## BACKGROUND INFORMATION:

The Link Pathway Society has met Council's requirements stipulated in the September 17, 2020 resolution, for Phase 1 of the project. With Council's approval, the Society is ready to commence construction of the eastern-most approximately 3.5 kilometre section of the pathway from the western edge of the Town of Coaldale to the north side of Highway 512. This section is referred to as Phase 1 of the project.

Phase 1 of the pathway runs in a generally westerly direction from the west boundary of Coaldale along the SMRID canal. It has one road crossing at Range Road 20-4. This section of the pathway would be an "out and back" pathway from the Town of Coaldale into the County, until such time as Phase 2 of the pathway may be approved, constructed and connected to Phase 1 (see attached Cor Van Raay Link Pathway Route). Neither the City of Lethbridge nor CP Rail are directly involved in Phase 1.

A draft Memorandum of Understanding (MoU) (see attached) between the County, the SMRID and the Link Pathway Committee for Phase 1 of the project has been completed. The MoU outlines the general terms of construction, maintenance, removal and use of the pathway. A section regarding liability insurance that helps protect the County from being successfully sued by users of the pathway, is also included in the MoU. Comments regarding insurance and liability from the county's municipal insurer are attached for further information.

The Cor Van Raay Link Pathway Committee Report was provided to the county by the Link Pathway's consultant and provides an in-depth overview of the project and summarizes public consultations conducted so far, although they focus on Phase 2 (see attached).

#### **ALTERNATIVES / PROS / CONS:**

**Option 1.** Approve amendments to the September 17, 2020 council resolution regarding the Link Pathway so that it recognizes and supports in principle, the project being separated into two phases.

**Pros:**

- may allow Phase 1 of the project to commence
- shows that the county is committed to supporting its "relationships" pillar from the Strategic Plan
- will finally bring the pathway to at least partial fruition after planning for it began eight or more years ago and give the project momentum

**Cons:**

- will eventually require the county to expend resources for pathway maintenance
- has the potential to remain an out-and-back pathway connected to the Town of Coaldale if Phase 2 does not eventually proceed

**Option 2:** Refuse to approve Phase 1 of the project and wait until requirements for both phases have been completed.

**Pros:**

- Maintains council's original conditions for approval included in the September 17, 2020 resolution.

**Cons:**

- May be perceived as being uncooperative and not supportive of the project generally.

#### **FINANCIAL IMPACT:**

A quote from an independent lawn and snow removal company in 2018 estimated a cost of \$400 per mile of pathway for mowing and weed control. This type of maintenance would likely have to occur four or five times per year. This amount has likely increased since that time and does not include any snow removal considerations. As the county is inexperienced in pathway maintenance, the costs for longer-term structural maintenance requirements (eg. resurfacing, signage replacement, etc.) are very difficult to estimate.

**LEVEL OF PUBLIC PARTICIPATION:**

☐

Inform

☒

Consult

☐

Involve

☐

Collaborate

☐

Empower

**ATTACHMENTS:**

[Link Pathway Phase 1 alignment](#)

[Appendix 1 - Proposed Pathway Resolution Amendment](#)

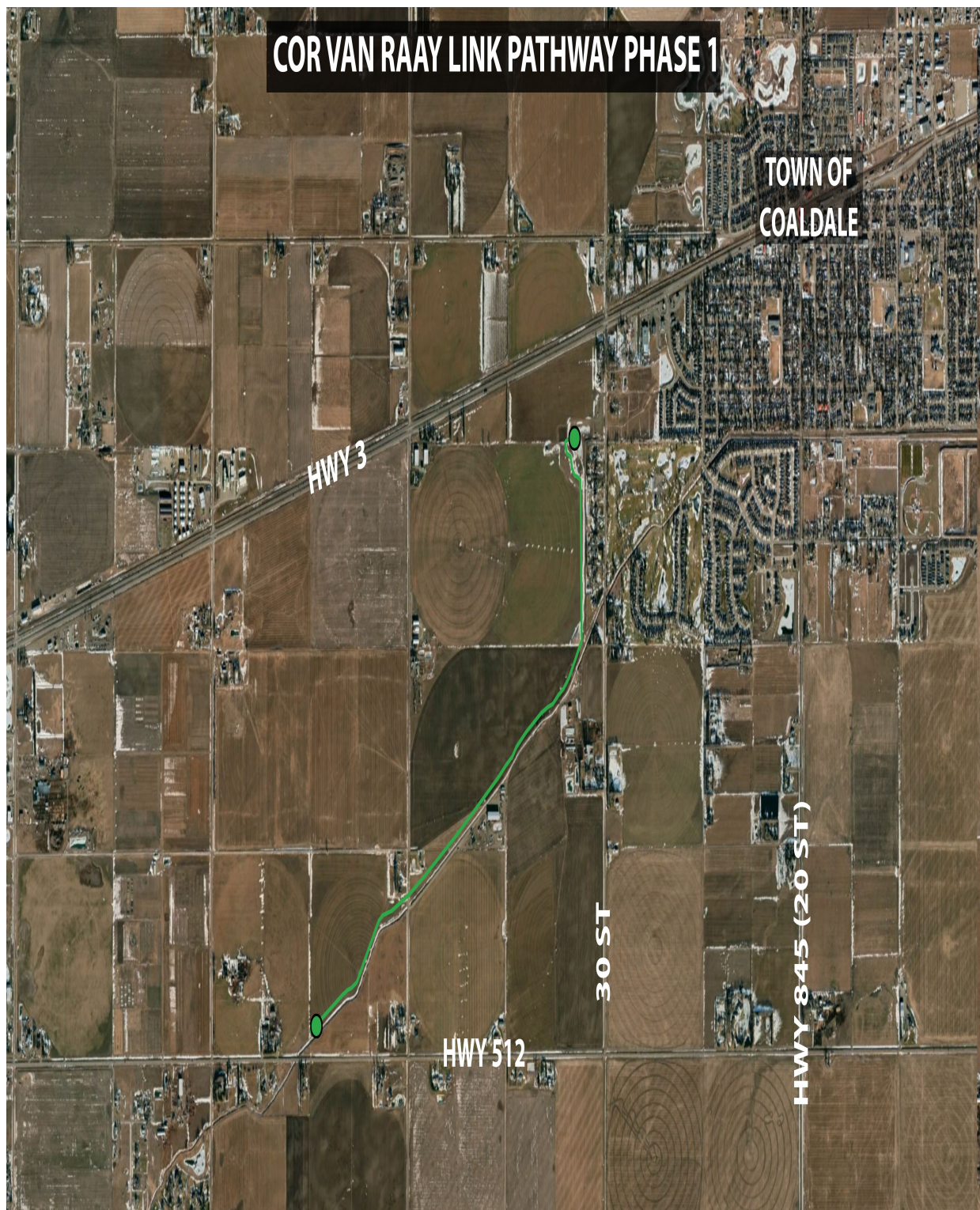
[CorVanRaay-Link-Pathway-Route.docx\\_compressed](#)

[Phase 1 MoU - Link Pathway August \(KRG edits\) Aug 23](#)

[Risks and Trails](#)

[Cor van Raay Link Pathway Committee Report-compressed\\_compressed](#)





Proposed Pathway Resolution amendment:

Page 5 of 65

September 17, 2020 Council resolution:	Proposed amendments to original council resolution: ( <del>text struck out to be deleted</del> , <u>underlined text to be inserted</u> )	If adopted, this is how the amended resolution would read:
<p>Whereas, Lethbridge County Council supports in principle, the creation of a regional pathway through the municipality that would link the Town of Coaldale and the City of Lethbridge, but in order to minimize risk to the County, several conditions must first be met by the Link Pathway Society before Council will give its final approval; therefore, be it</p> <p>Resolved, that written agreements with all landowners, including the SMRID, granting permission for the pathway to run through their property, must be completed; and be it</p> <p>Resolved, that written confirmation from the City of Lethbridge that they are committed to constructing the pathway that will connect with the city pathway network, must be provided; and be it</p>	<p>Whereas, Lethbridge County Council supports in principle, the creation of a regional pathway through the municipality that would <u>may eventually</u> link the Town of Coaldale and the City of Lethbridge, but in order to minimize risk to the County, several conditions must first be met by the Link Pathway Society before Council will give its final approval <u>for Phase 1 of the project and for Phase 2 at some time in the future</u>; therefore, be it</p> <p>Resolved, that written agreements with all landowners, including the SMRID, granting permission for the pathway to run through their property <u>along the Phase 1 route and for Phase 2 at some time in the future</u>, must be completed; and be it</p> <p>Resolved, that written confirmation from the City of Lethbridge that they are committed to constructing the pathway that will connect with the city pathway network, must be provided <u>before approval of Phase 2 can be considered</u>; and be it</p>	<p>Whereas, Lethbridge County Council supports in principle, the creation of a regional pathway through the municipality that may eventually link the Town of Coaldale and the City of Lethbridge, but in order to minimize risk to the County, several conditions must first be met by the Link Pathway Society before Council will give its final approval for Phase 1 of the project and for Phase 2 at some time in the future; therefore, be it</p> <p>Resolved, that written agreements with all landowners, including the SMRID, granting permission for the pathway to run through their property along the Phase 1 route and for Phase 2 at some time in the future, must be completed; and be it</p> <p>Resolved, that written confirmation from the City of Lethbridge that they are committed to constructing the pathway that will connect with the city pathway network, must be provided before approval of Phase 2 can be considered; and be it</p>

<p>Resolved, that all roadway crossings be engineered and constructed to the satisfaction of the County before the pathway is open for public use; and be it</p>	<p>Resolved, that all roadway crossings be engineered and constructed to the satisfaction of the County before the pathway is open for public use; and be it</p>	<p>Resolved, that all roadway crossings be engineered and constructed to the satisfaction of the County before the pathway is open for public use; and be it</p>
<p>Resolved, that written permission from CP Rail must be given for the pathway to cross the railway; and be it</p>	<p>Resolved, that written permission from CP Rail must be given for the pathway to cross the railway <u>before approval of Phase 2 can be considered</u>; and be it</p>	<p>Resolved, that written permission from CP Rail must be given for the pathway to cross the railway before approval of Phase 2 can be considered; and be it</p>
<p>Resolved, that written permission from Alberta Transportation must be given for the pathway to cross their property; and be it</p>	<p>Resolved, that written permission from Alberta Transportation must be given for the pathway to cross their property <u>before approval of Phase 2 can be considered</u>; and be it</p>	<p>Resolved, that written permission from Alberta Transportation must be given for the pathway to cross their property before approval of Phase 2 can be considered; and be it</p>
<p>Resolved, that the County be thoroughly involved throughout the planning and development phase of the pathway; and be it</p>	<p>Resolved, that the County be thoroughly involved throughout the planning and development phase of the pathway; and be it</p>	<p>Resolved, that the County be thoroughly involved throughout the planning and development phase of the pathway; and be it</p>
<p>Resolved, a Memorandum of Understanding between Lethbridge County, SMRID and LINK Pathway Society be completed, and be it</p>	<p>Resolved, a Memorandum of Understanding between Lethbridge County, SMRID and LINK Pathway Society be completed <u>for Phase 1 and for Phase 2 at some time in the future</u>, and be it</p>	<p>Resolved, a Memorandum of Understanding between Lethbridge County, SMRID and LINK Pathway Society be completed for Phase 1 and for Phase 2 at some time in the future, and be it</p>
<p>Resolved, that once these conditions have been fulfilled, Lethbridge County will approve construction of a pathway through the County from the Town of</p>	<p>Resolved, that once these conditions have been fulfilled <u>for Phase 1</u>, Lethbridge County will consider approving construction of <u>Phase 1 of the</u> a pathway through the County from the Town of</p>	<p>Resolved, that once these conditions have been fulfilled for Phase 1, Lethbridge County will consider approving construction of</p>

<p>Coaldale to the City of Lethbridge.</p>	<p>Coaldale to <u>its terminus on the north side of Highway 512, the City of Lethbridge.</u> <u>and be it</u></p> <p><u>Resolved, that once the conditions have been fulfilled for Phase 2, Lethbridge County will consider approving construction of Phase 2 of the pathway through the County from its terminus on the north side of Highway 512 to the City of Lethbridge.</u></p>	<p>Phase 1 of the pathway through the County from the Town of Coaldale to its terminus on the north side of Highway 512, and be it</p> <p>Resolved, that once the conditions have been fulfilled for Phase 2, Lethbridge County will consider approving construction of Phase 2 of the pathway through the County from its terminus on the north side of Highway 512 to the City of Lethbridge.</p>
--	---	---



# Proposed Link Pathway Route

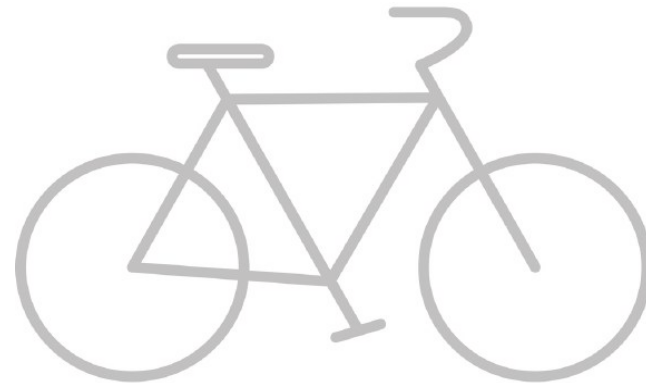
Route Recommendations and Rationale

May 2022



## Table of Contents

Project History	3
Decision Matrix	4
Detailed Recommended Route	5
Summary	9



## Project History

The development of the LINK Pathway has been ongoing for approximately 8 years, driven forward by a not-for-profit, charitable organization known as the Link Pathway Committee. The proposed project seeks to establish an approximately 14 km asphalt bike trail from the City of Lethbridge to the Town of Coaldale, passing through Lethbridge County lands to create a regional tourism and recreation asset. The project, to date, has seen wide community support with robust fundraising but has so far struggled to define a route that can be brought forward for consideration and approval by Lethbridge County.

Committee members worked hard to find a route that utilized public or institutionally owned corridors to route the pathway for the entire route without impinging on private land to the greatest extent possible, and in the spring of 2021, they had a workable route that followed these guidelines. However, they had not foreseen two problems. First, the route proposed crossing the CP rail line into the City of Lethbridge at 43<sup>rd</sup> Street. While CP rail was amenable to the crossing, substantial infrastructure was required for the crossing and CP quoted the Committee a price of over \$500,000 to install proper crossing infrastructure. Secondly, there was very loud opposition from county residents in certain areas to all proposed routes. Residents primarily cited concerns over privacy, security, and property value impacts in their written rationales opposing the development despite the fact that there would be no infringement on property lines.





## Decision Matrix

In light of the issues previously described, Progressive West Consulting was asked to review route options, work with Edwards Land to hold discussions with land owners, and liaison with government entities to find the least objectionable route from end to end.

For recommending a viable route for the Link Pathway our methodology has involved balancing the following factors:

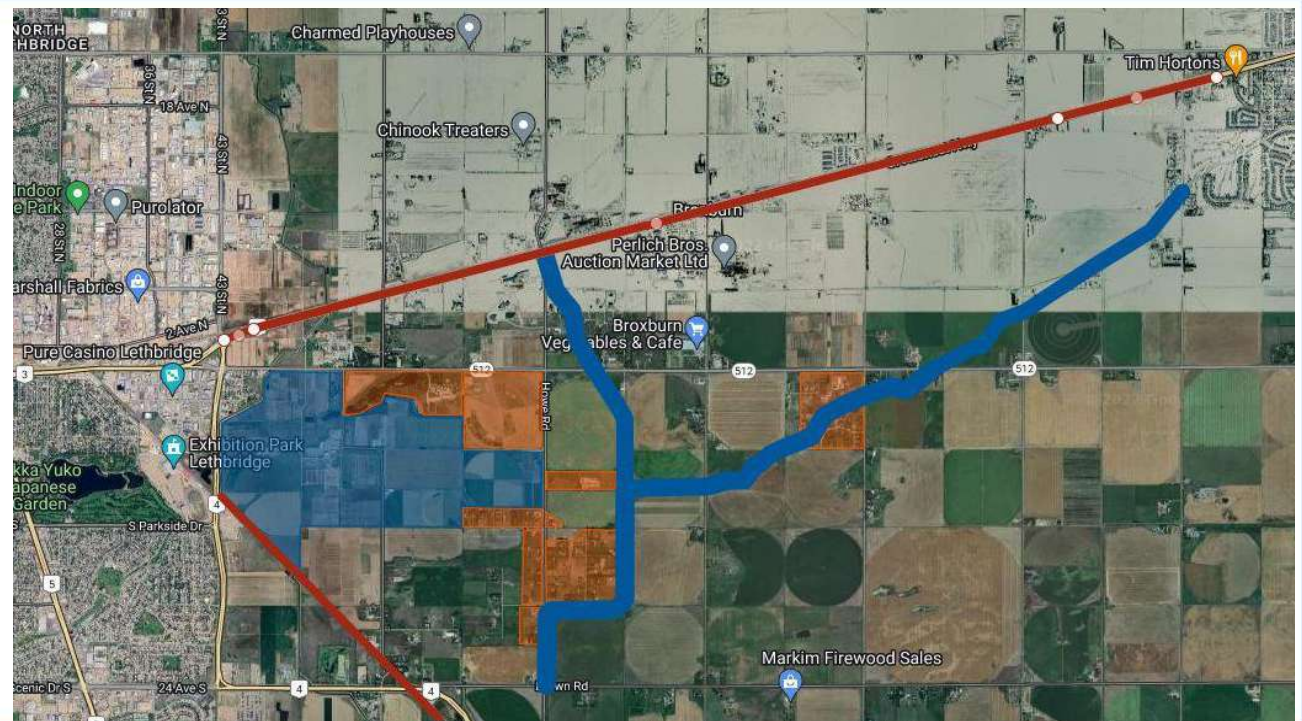
1. Wherever possible, utilize publicly or institutionally owned rights-of-way.
2. Where possible, avoid proximity to private residences.
3. Where proximity to private residences cannot be avoided, go above and beyond to address private resident concerns with project engineering and design.
4. Accommodate unique or individual landowner requests to the greatest extent feasible.

**Figure 1.1 Decision Matrix Landscape**

**Blue Areas** delineate institutional right of ways or publicly owned land in the project area.

**Orange Areas** indicate areas of concern for routing the pathway.

**Red Areas** indicate firm barriers.



## Detailed Recommended Route

Progressive West's view is that connecting the blue areas on the map would constitute the path of least resistance, avoid infringements on the greatest number of private properties, minimize the number of stakeholders who much be dealt with, and offer opportunities for value added development of the asset by working with the public institutions who own the land to profile more agri-food experiences, information, or products.

**Figure 1.2 Coaldale to Hwy 512**

The eastern leg of the path will follow the north bank of SMRID drainage canal from storm water pond adjacent to 30<sup>th</sup> Street, Coaldale. It will be on the west side going north-south, then on the north side going east-west. This allows separation from the estates along 30<sup>th</sup> street with room to install trees for privacy and low chain-link fences to prevent dog incursions.

The **Green Pin** indicates a potential picnic kiosk location (undecided).

The **Dark Blue** pin indicates a bridge over the drainage canal and a picnic kiosk location on land owned by the Link Pathway Committee, adjacent to Highway 512.

The **Light Blue** pin indicates the Highway 512 underpass which will be installed by Volker Stevin.





**Figure 1.3 Vista Meadows / Mustang Acres**

Crossing under Highway 512 via a pedestrian / bike underpass, the pathway emerges into the irrigation right of way on the south side of the drainage canal and proceeds on the south side of this canal east-west.

The detailed property map of Vista Meadows from the Lethbridge County Public GIS shows the property lines in the area of the development. The irrigation right-of-way bisects the area, and the county owned parcel around the storm water pond extends along the south-side of the irrigation right-of-way through the area of development.

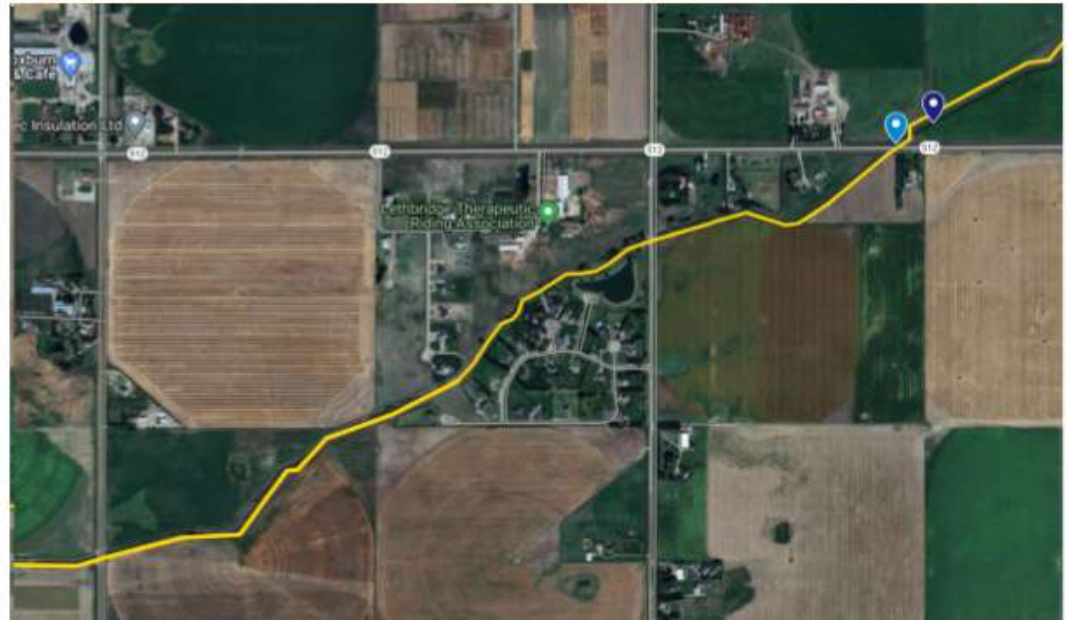
It is important to note that this is county-owned land along an east-west institutional right of way (the drainage canal).

**We encourage you to read the Phase 1 Public Consultation report which is available on the Link Pathway website to see how we have engaged with area residents and the recommendations to the Link Pathway Committee that arose from those consultations.**

The **Green Pin** indicates a potential picnic kiosk location (undecided).

The **Dark Blue** pin indicates a picnic kiosk location on land owned by the Link Pathway Committee, adjacent to Highway 512

The **Light Blue** pin indicates the Highway 512 underpass which will be installed by Volker Stevin.



#### Figure 1.4 Main Canal to Irrigation Display

The pathway runs east-west on the south side of the drainage canal till it reaches the main Canal.

The **Green Pin** delineates a pedestrian/bicycle bridge over the main canal to the west bank.

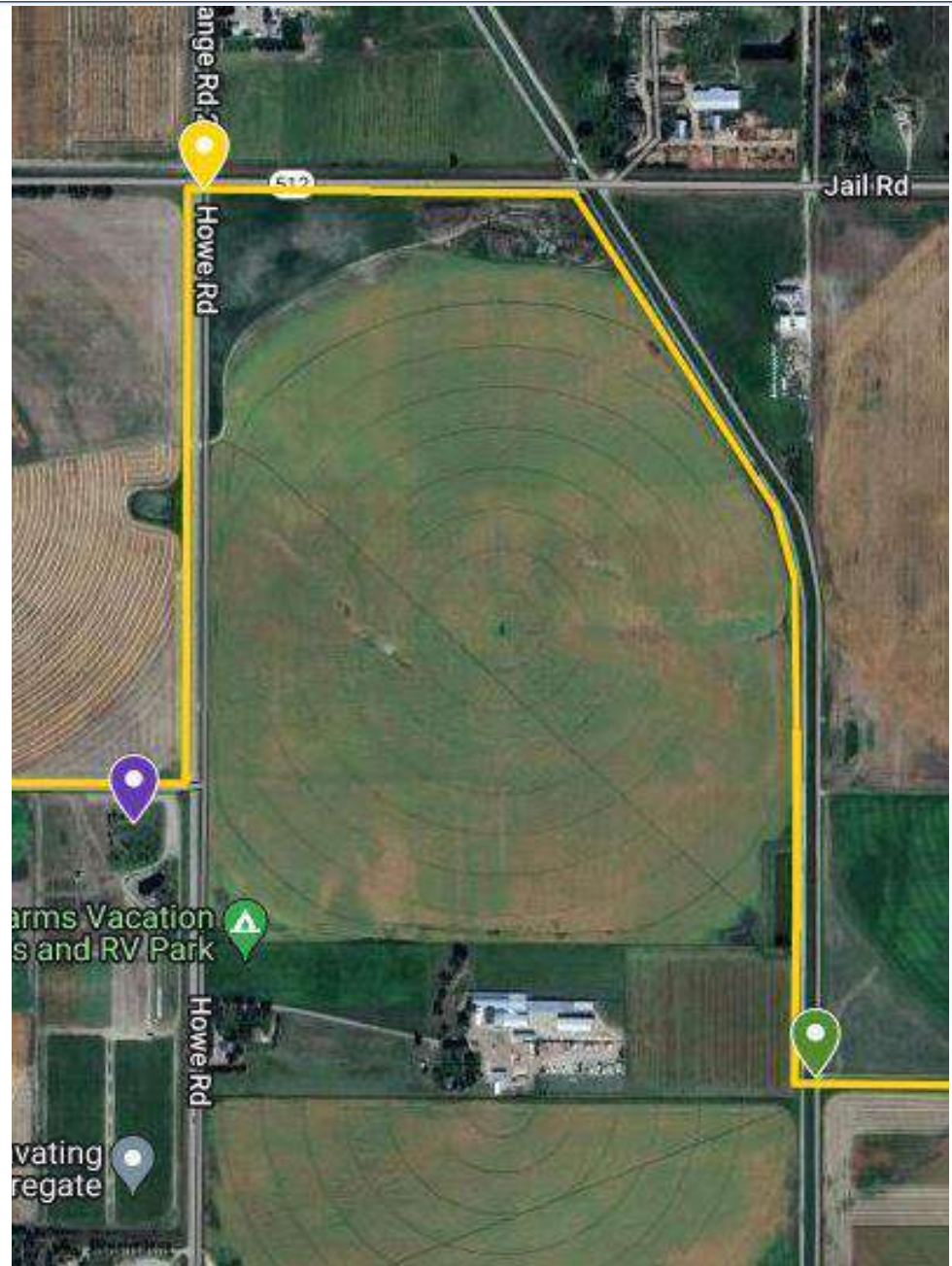
The path then travels north-south along the west bank of the main canal till it reaches the south-side of Highway 512.

The path runs east-west on private land outside the Highway 512 right-of-way till it reaches the intersection of Howe Road and Highway 512.

The **Yellow Pin** delineates a controlled pedestrian crossing of Howe Road.

The path then runs north-south within the Howe Road right-of-way (County owned land) until it reaches the Irrigation Display delineated by the **Purple Pin**.

**The main picnic kiosk and donor recognition wall will be located at the Purple Pin in proximity to the irrigation display.**





**Figure 1.5 Irrigation Display to 43<sup>rd</sup> Street S**

From the Irrigation Display (**Purple Pin**) the pathway runs east-west across land owned by Alberta Infrastructure. The route will continue west through the Lethbridge College Demonstration Farm while maintaining distance from the boundary fence of the Lethbridge Correctional Centre. The Lethbridge College has approved the path through the land, but specific details for the route are still being discussed. The finalized route will be published to the website as updates become available.

The pathway continues along the southern side of the ponds here past the Fresh Start Treatment Centre to a controlled crossing over Research Centre Road, marked by the **Blue Pin**.

It then runs north-south on the west side of Research Centre Road on land owned by the Government of Canada till it reaches Highway 512. There will be a controlled pedestrian / bike crossing of Highway 512 into the Research Station for commuters marked by the **Yellow Pin**.

The path extends east-west on the south side of Highway 512 on Government of Canada land till it reaches the main canal.

The path travels north-south on the south-east bank of the main canal, on Government of Canada land, or within the SMRID right-of-way as appropriate. It will be below the driving bank on the flat, offering **privacy and separation** from the Fairview development.

At the **Green Pin**, the path climbs the bank and crosses the main Canal via a foot bridge into the City of Lethbridge, turning south again to a future controlled crossing of 43<sup>rd</sup> Street South into WT Hill and the City's internal pedestrian / bike pathway system.





## Summary

This route has the following attributes.

- 1.) It works. All landowners along the proposed route have approved appropriate easements to allow the pathway to be built.
- 2.) It is efficient in that it makes almost complete use of public or institutional right of ways, with the majority of the route following irrigation rights-of-way or routing along the edge of publicly owned land which minimizes the number of stakeholders who have to be negotiated with and avoids most private land.
- 3.) It is respectful in that it avoids the vast majority of private residences OR provides a physical separation between the path route and nearby residences. Along the entire 15 km route, there are only 9 residences where the pathway skirts private residential property lines without an existing separation. (Recommendations to respect these property owners can be found in the Phase 1 Public Consultations report on the Link Pathway website).
- 4.) It allows for value-added development. The route as described here provides the following secondary benefits.
  - a. Provides safe commuting to Research Station facilities and the Lethbridge College Demonstration Farm.
  - b. Provides a cycling amenity to patients at the Fresh Start Treatment Centre.
  - c. Provides tourism access to the demonstration farm and other regional products.
  - d. Provides a tourism amenity to Exhibition Park, Nikka Yuko, Tourism Lethbridge, Lethbridge County, and the Town of Coaldale.
- 5.) It can be built fast. There are no major engineering obstacles and fundraising to complete the project is achievable. The \$1 million naming sponsorship from Cor Van Raay provides approximately one quarter of the total cash cost. Many of the major components have been donated (such as the underpass unit), and other component donations are expected. Locally produced bridges have been identified that are both visually appealing and cheaper than original estimates. The proposed path is being built at a time when many government grants exist to help fund the decarbonization of society and this project fits the bill – specifically with respect to the well-funded Active Transportation Fund.

If this route is approved, the Link Pathway hopes to begin construction from Coaldale to Highway 512 this season.

## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING** (the “**MoU**”) is made effective as of the 1<sup>st</sup> day of September, 2022 (the “**Effective Date**”),

BETWEEN:

**Lethbridge County**,  
a municipal corporation incorporated pursuant  
to the laws of the Province of Alberta  
(the “**County**”)

- and -

**ST. MARY RIVER IRRIGATION DISTRICT**,  
a corporation established pursuant  
to the Alberta *Irrigation Districts Act*  
(“**SMRID**”)

- and -

**THE LINK PATHWAY COMMITTEE**,  
a society established pursuant  
to the Alberta *Societies Act*  
(the “**Society**”)

**WHEREAS** SMRID is the beneficial holder of interests in the Right of Way Plans listed in the attached **Schedule “A”** (the “**ROWS**”);

**AND WHEREAS** the Society wishes to construct and maintain Phase 1 of an asphalt pathway within the County boundaries within the parameters of the ROWs (the “**Pathway**”);

**AND WHEREAS** SMRID, the County and the Committee wish to enter into this Memorandum of Understanding (the “**MoU**”) to confirm the terms and conditions of the construction and maintenance of the Pathway.

**NOW THEREFORE THIS MoU WITNESSETH** that in consideration of payment of One Dollar (\$1.00) by the Society to SMRID and in consideration of the mutual terms and conditions contained herein, the parties agree as follows:

## 1. **PURPOSE**

This MoU outlines the terms and conditions whereby the Society will construct Phase 1 of the Pathway and is considered binding upon the parties hereto being the sole agreement among the parties as to the subject of this MoU.

## 2. **GRANT**

SMRID hereby grants the County and the Society access to the ROWs for the purpose of the construction and maintenance of Phase 1 of the Pathway as described herein.

## 3. **TERMS OF MoU**

### a. **Use**

The Pathway will be a three-meter wide structure running within the municipal boundaries of the County following the path of the ROWs on the route as shown in the attached **Schedule "B"** and will be intended for use by pedestrians and non—motorized bicycles and other human-powered vehicles including scooters.

### b. **Construction**

The Society will be responsible for the engineering, design and construction of the Pathway, including but not limited to drafting all plans for the Pathway, preparing land and soil, laying of bedding and asphalt, installation of all markings and signage on the Pathway, and the restoration of the adjacent lands to their former condition as reasonably as possible. All construction will be carried out in a good and workmanlike manner so as to cause as little damage and inconvenience to the ROWs as is reasonably possible and shall be done in accordance with the plans and specifications for the Pathway. The Society shall forward to SMRID and the County for its approval all design plans for Phase 1 prior to commencement of construction of Phase 1 and where SMRID and/or the County does not approve of such plans, the County and SMRID shall collectively review and provide direction to the Society regarding such plans. SMRID and the County and its agents shall have access to all sites during construction.

### c. **Structure**

The Pathway will be constructed of asphalt and will be installed adjacent to the SMRID service roads running throughout the ROWs. The Pathway will be three meters in width.

### d. **Interference with ROW**

The Pathway will in no way impede access to the adjacent SMRID service road and shall not obstruct, curtail, restrict or hinder movement along the service roads. In the event that the Pathway should, at any point, interfere with the use or access to the service roads, SMRID shall inform the County and the Society of such interference and the County and the Society will immediately remove and

relocate any portion of the Pathway causing such interference at the Society's expense. The County and the Society acknowledge and agree that SMRID employees, contractors, agents, licensees, and/or equipment may from time to time have to cross, travel along, and/or temporarily occupy portions of the Pathway to access, maintain, or improve existing works or construct new works. SMRID covenants to use reasonable efforts to conduct such activities in a manner that minimizes interference with the Pathway.

**e. Maintenance**

The County at their sole discretion will be responsible for the maintenance and upkeep of the Pathway including maintaining the structure and chattel of the Pathway in usable condition for its purpose. The County will maintain the Pathway clear of all weeds and other growth that may train onto the pathway.

**f. Costs**

The Society will bear all costs for the construction of the Pathway. However, if necessary, Lethbridge County will restore the land to its original state after removal of the Pathways to the extent reasonably possible.

**g. Permits**

The Society will acquire all necessary permits, licenses, and authorizations as may be required for the construction of the Pathway.

**h. Contractors**

The Society will ensure that it will retain competent engineering expertise as required to implement the design and construction of the Pathway and that all contractors and sub-contractors engaged to complete the construction of the Pathway will be duly certified and approved by the County and SMRID for the work undertaken.

**i. Removal**

In the event that the County determines that the Pathway is no longer required or feasible to maintain, the County will remove the Pathway or that portion thereof which is deemed no longer necessary or useful and shall notify SMRID and Society of such removal. Removal of the Pathway will be done such that the lands will be returned to their original state as reasonably as possible and such removal shall be undertaken so as to impede access to the adjacent service road as little as possible.

**j. Liability**

The Society will assume liability for damages of any nature whatsoever caused by the County, its servants, workmen, or agents during the construction of the Pathway. Liability for ongoing maintenance and insurance will lie with the County after completion of construction and upon the commencement of use by the general public.

**k. Ownership**

SMRID acknowledges that notwithstanding any rule of law or equity to the contrary, the Pathway and all structures erected along the Pathway are deemed to be chattels and not fixtures and will remain the property of the Society even where attached to the lands within the ROW for so long as the Society exists as a legal entity.

**4. TERMINATION**

- a. This MoU shall terminate on the occurrence of any one or more of the following events (each a “**Termination Event**” and collectively the “**Termination Events**”):
  - i. By mutual written agreement of the County, the SMRID and the Society;
  - ii. In the event that the County shall determine that the Pathway is no longer required and is subsequently removed by the County with notice to SMRID and the Society.; or
  - iii. on one years’ written notice from SMRID to the County and the Society in the event that SMRID in its discretion determines that an improvement, rehabilitation, or replacement of its works located in the ROWs require the lands on which the Pathway is built.

Following a Termination Event, the County and the Society shall remove the Pathway and return the lands to their original state as reasonably as possible and such removal shall be undertaken so as to impede access to the adjacent service road as little as possible.

**5. COVENANTS**

- a. SMRID covenants that it will not erect or build any buildings, structure, material, equipment, vehicles, agricultural products or other obstructions, including any trees, shrubs or landscaping in, on, over or under the Pathway without the County’s consent. All consent by the County will be considered in accordance with established protocols, practices, permitting procedures, etc.
- b. SMRID will use best commercial efforts to notify the County if any maintenance of any buildings, structure, material, equipment, vehicles, agriculture products or other obstructions including any trees, shrubs or landscaping must be completed along its infrastructure that may encroach or impede the Pathway.
- c. County and the Society covenant that they will not erect or build any buildings, structure, material, equipment, vehicles, agricultural products or other obstructions, including any trees, shrubs or landscaping in, on, over or under the Pathway without the SMRID’s consent.

**6. GENERAL PROVISIONS**

a. **Confidentiality and Non-Disclosure Obligations**

The County, the Society and SMRID agree, and agree to cause their affiliates, to maintain the negotiations regarding the proposed transactions herein, including all correspondence, documents, discussions, and third party communications arising therefrom, in confidence except where required to disclose such information by the order of access to information legislation, by any other law, by any court, tribunal or agency having authority in such matters upon approval from county council.

b. **Governing Law**

This MoU shall be interpreted and construed in accordance with and under the laws of the Province of Alberta and the federal laws of Canada applicable therein, and the parties hereto attorn to the jurisdiction of the courts of the Province of Alberta.

c. **Amendments**

Any changes, modifications, revisions or amendments to this MoU which are mutually agreed upon by all parties hereto shall be incorporated by writing into this MoU except for those amendments, specifications or details which may be incorporated into this MoU pursuant to the terms hereof.

d. **Further Agreement**

SMRID, the Society and the County agree that the parties to this MoU shall enter into any agreement which the parties hereto deem necessary to achieve the purposes of this MoU. Should the Society secure routing for Phase 2, a subsequent MoU shall be entered into between the Society, the County, and the SMRID.

e. **Entirety of Agreement**

This MoU constitutes the entire agreement between the parties and no other writing or conversations will be deemed a part of this MoU, excepting formal changes evidenced by written assent of both parties subsequent to the date of execution.

f. **Invalidity**

The invalidity or unenforceability of any portion or provision of this MoU shall in no way affect the validity or enforceability of any other portion or provision hereof. Any invalid or unenforceable portion or provision shall be severed from the MoU and the balance of the MoU shall be construed and enforced as if the MoU did not contain such invalid or unenforceable portion.

g. **Indemnity**

The County and the Society will, subject to the laws in force in the Province of Alberta, joint and severally indemnify and hold harmless SMRID and its directors,

officers, employees, contractors, agents, affiliates, and assigns from all cost, expense, loss or damage arising from all actions, demands and claims of whatever kind and nature that may be brought against them by any third party which relate to the construction, maintenance, management, use or removal of the Pathway.

The liability of the Society will survive the termination of this MoU.

The liability of the County will survive the termination of this MoU.

#### **h. Insurance**

- i. Without restricting the generalities of clause 5(g), the County and the Society shall procure, maintain, keep in force for the duration of this MoU, and pay coverage listed in this condition, unless otherwise stipulated, in a form acceptable to the other parties with insurers licensed in Alberta.
- ii. Minimum scope of coverage
  1. Commercial General Liability Insurance (occurrence form coverage) as respects liability arising out of activities performed by or on behalf of the County, including Non-Owned Automobile Liability, Broad Form Property Damage Liability, Legal Liability, Contingency Employer Liability, Contractual Liability, with a minimum limit of \$5,000,000.00 Automobile Liability insurance covering all vehicles owned, operated, or licensed in the name of the County to be used in Path construction, maintenance or removal.
  2. Worker's Compensation insurance/assessments to protect the County and the Society from claims arising from injuries to workers and Employment Insurance Assessments in accordance with the requirements of the Employment Insurance Act.
- iii. The County and the Society shall maintain limits no less than:
  1. General liability: \$5,000,000.00 combined single limit per occurrence for personal injury (including bodily injury including death and/or property damage) sustained by any person or persons.
  2. Automobile liability: \$5,000,000.00 combined single limit per accident for bodily injury and property damage.
- iv. The insurance policies are to contain or be endorsed to contain, the following General extensions:



1. The County and the SMIRD, its officers, officials, employees and volunteers are to be added as Additional Insured as respects liability arising out of activities performed by or on behalf of the Society. The coverage shall contain no special limitations on the scope of protection afforded to the County and SMIRD, its officers, officials, and employees.
2. The Society and the SMIRD, its officers, officials and employees are to be added as Additional Insured as respects liability arising out of activities performed by or on behalf of the County. The coverage shall contain no special limitations on the scope of protection afforded to the Society and the SMIRD, its officers, officials and employees.
3. The coverage shall include a Cross Liability or Severability of Interest wording to the effect that the coverage shall apply to each Insured in the same manner as if separate policies had been issued to each. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Society, SMIRD or County, its officers, officials or employees.
4. All the foregoing insurance coverage shall be primary and shall not require the pro rata sharing of any loss by an insurer of the other party.
5. Each insurance policy required by the clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior notice by registered mail has been given to each party.
6. The County and the Society shall furnish the other parties with Certificates of Insurance and original endorsements effecting coverage required by this clause, said documents to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by each party. Each party reserves the right to require complete, certified copies of all required insurance policies at any time and to accept or reject the other party's insurer.
7. The County does not make any representation or warranty with respect to the extent or adequacy of the insurance protection as noted in the foregoing

**i. Third Party Beneficiaries**

The parties to this MoU agree and acknowledge that the parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MoU shall not be construed so as to create such status. The rights, duties and obligations contained in this MoU shall operate only between the parties hereto and shall enure solely to the benefit of those parties. The provisions of this MoU are intended only to assist the parties in determining and performing their obligations hereunder. The parties expressly agree that only the parties signatory to this MoU shall have any legal or equitable right to seek performance of the terms and conditions contained herein.

**j. Notices**

- i. The addresses for service and the fax numbers of the parties shall be those of the respective parties delivered to the other parties at the execution of this MoU.
- ii. All notices, communications and statements required, permitted or contemplated hereunder shall be in writing and shall be delivered by registered post, facsimile transmission or email transmission to a party to the address, facsimile number or email address of such party set out above in which case the item to be transmitted shall be deemed to have been received by that party when confirmation of transmission of facsimile is received, the email is delivered to the server of the recipient, or except in the event of an actual or threatened postal strike or other labour disruption that may affect mail service, by mailing first class registered post, postage prepaid, to a party at the address of such party set out above, in which case the item so mailed shall be deemed to have been received by that party on the third business day following the date of mailing.
- iii. A party may from time to time change its address for service, its facsimile number or its email address by giving written notice of such change to the other party.

**k. Assignment**

This MoU may not be assigned by any party herein without the prior written consent of the other parties.

**l. Enurement**

This MoU shall be binding upon and enure to the benefit of the parties, their heirs, executors, administrators, attorneys, trustees, successors, franchisees, licensees and permitted assigns, as the case may be.

**m. Execution in Counterpart**

This MoU may be executed in any number of counterparts and delivered to the other parties by facsimile or email and all such counterparts when added together shall form one Agreement.

n. **Transmission by Facsimile and Email**

The parties hereto agree that this MoU and any Schedules attached hereto may be transmitted by facsimile or such similar device, or by email or electronic mail, and that the reproduction of signatures by such methods will be treated as binding as if originals.

**IN WITNESS WHEREOF** the parties have executed this MoU as of the date set out above, and confirm that they have read and understood, and agreed to the terms and conditions provided herein.

**LETHBRIDGE COUNTY**

Per: \_\_\_\_\_ (c/s)  
Name:  
Title: Reeve

Per: \_\_\_\_\_  
Name: Ann Mitchell  
Title: Chief Administrative Officer

**ST. MARY RIVER IRRIGATION DISTRICT**

Per: \_\_\_\_\_ (c/s)  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

**THE LINK PATHWAY COMMITTEE**

Per: \_\_\_\_\_ (c/s)  
Name:  
Title:

10

Per: \_\_\_\_\_  
Name:  
Title:

**SCHEDULE A**

**Phase 1 - Right of Way Plans**

**THESE ARE STILL NEEDED FROM THE SMRID**

1. Right of Way Plan No. x
2. Right of Way Plan No. x
3. Right of Way Plan No. x
4. Right of Way Plan No. x

**SCHEDULE B**

**Phase 1 Pathway Route**





## Risks and Trails

Trails are a great addition to any Municipality providing recreational infrastructure for residents. However, unless the trail is constructed correctly and maintained correctly the risks to the Municipality can grow large quickly. A thorough understanding of the risks associated with the development and maintenance of trails is required to allow trail systems to flourish.

Municipalities, being sophisticated organizations under the law, have a higher duty of care to users of the trail system. If the Municipality fails in this duty it can lead to not only legal liability, but reputational risk that can put funds and resources at risk.

Not only do the proper steps need to be taken to address all hazards **near** the trail system, the Municipality must also have appropriate policies in place regarding maintenance and inspections, even if a third party will be responsible for both.

The MGA provides some protection for the County in regard to trails, but that protection only extends if the County has taken all reasonable steps in the development and maintenance of the trail system.

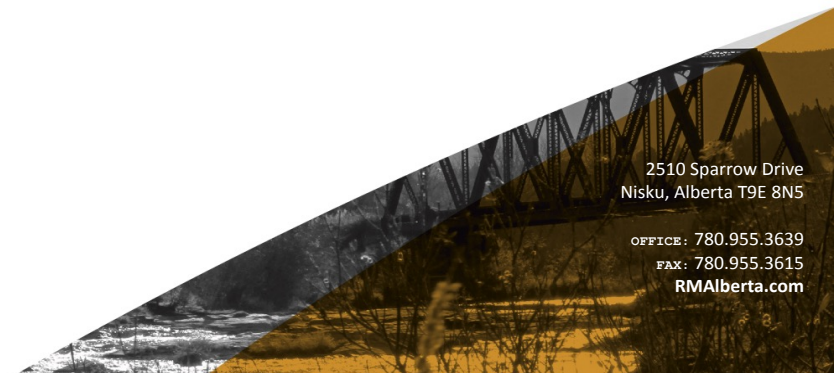
It is recommended that any hazards within 6 meters of the trail be assessed and addressed prior to development.

It is also highly recommended that the County have a policy that dedicates resources to full annual inspections of the trails to ensure that any new hazards are addressed as well.

If the County has a solid policy in place and meets the requirements of the policy, then the County should be well protected. In addition, requiring a monthly visual inspection is suggested as well.

Darcy Hale  
Risk Advisor  
RMA Insurance

**STRENGTH. STABILITY. SERVICE.**







The following information regarding Lethbridge County as it relates to trail liability was provided by Jubilee Insurance in April, 2017:

"Thankfully having the County take on the liability for a pathway under these circumstances is quite easy and usually how we have seen it done in other municipalities. What we would need to do is add each owner along the path whose property it crosses as an "Additional Named Insured under the General Liability Policy but only with respect to the operation of the "Link Pathway" (if this is the final name of the pathway)."

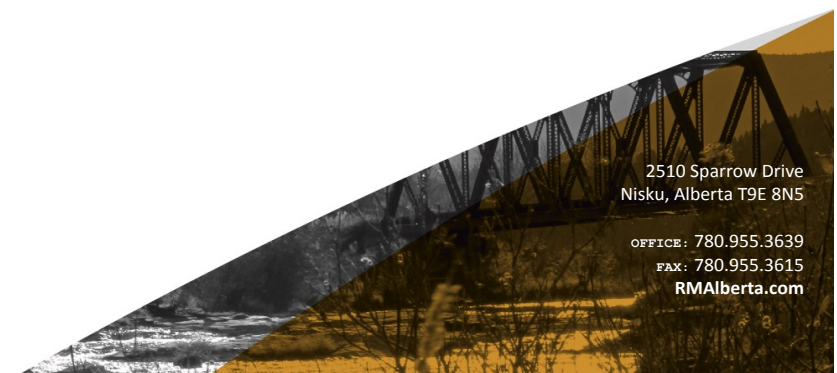
By adding them as an Additional Named Insured (ANI) the County is indicating that they are taking responsibility for the liability regarding the pathway regardless of whose land it is on. It does not extend coverage to any operations beyond the pathway and it does not cost the County anything to add the coverage. The County and land owners are protected equally.

Highly suggest any agreement signed with the land owners include a statement regarding adding the land owner as an "ANI with respect..." and once you have them in place send us a copy and we can add the land owner to the policy. That is all there is to it."

The following is an excerpt taken from a Jubilee Insurance document titled Risk and Trails prepared by Doug Wyseman of the firm Municipal Risk Services Limited:

"Trails should not constitute a high liability risk to landowners or insurers of such lands. A clear understanding of the duties owed to users of the trail, as well as a willingness to take simple, reasonable steps to try to eliminate dangerous conditions, will allow all those associated with trails to greatly reduce liability worries."

**STRENGTH. STABILITY. SERVICE.**



# Report on Link Pathway

General Research and Phase 1 Public Consultations

May 2022



Peter Casurella and Kim Welby  
Progressive West Consulting

Page 31 of 65

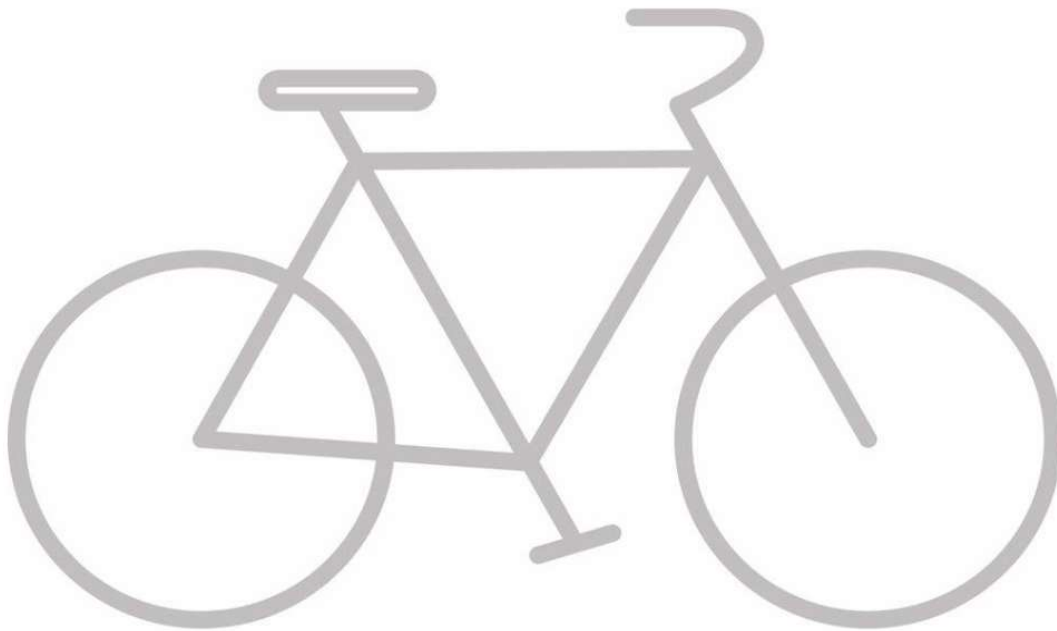


**PROGRESSIVE WEST**  
**CONSULTING**  
research | projects | results

## Table of Contents

Project Overview	4
Methodology	5
Regional Impacts of Rural Bike Pathways	6
Economic Benefit Categories	6
Tourism Economy	6
Construction Impact	7
Property Value Increases	8
Reduced Medical Costs	9
Product Development	10
New Rural Cycling Opportunity	10
Running / Biking Event Route	11
Picnic Opportunities	11
Bike Rentals	11
Cycling Tours	11
Product Enhancement	12
Regional Bike Access	12
Exhibition Park / Henderson Lake/ Nikka Yuko Complex	12
Lethbridge College Demo Farm	12
Healthy Living	13
Proven Health Impacts	13
GHG Reductions for Commuters	13
Fresh Start Treatment Centre	13
Project Liabilities	14
Poor Design and Maintenance	14
Chemical Spraying	14
Irrigation Overspray	15
Stakeholder Abandonment	15
Neighbour Relations	16
Vandalism	16
Comparable Projects and Public Safety	17
Public Safety Overview (research)	17
Western Headworks Canal Pathway	18

North Star Rails to Trails	19
Mr. Burnside Trail	20
Take-aways	21
Adjacent Resident Consultation	22
Approach	22
Findings	23
Take-aways	27
Recommendations from Research and Consultations	28
Health and Safety	28
Good Neighbour	28
Vista Meadows Specific Recommendations	28
Next Steps	30
References	31
Literature Reviewed	32





## Project Overview

The development of the LINK Pathway has been ongoing for approximately 8 years, driven forward by a not-for-profit, charitable organization known as the Link Pathway Committee. The proposed project seeks to establish an approximately 14 km asphalt bike trail from the **City of Lethbridge** to the **Town of Coaldale**, passing through **Lethbridge County** lands to create a regional tourism and recreation asset. The project, to date, has seen wide community support with robust fundraising but has so far struggled to define a route that can be brought forward for consideration and approval by Lethbridge County.

The obstacles to progress as they were defined to Progressive West Consulting in the spring of 2021 were:

- a. Assumptions were made that the path would be widely recognized as an asset to the region and individual landowner opposition to the project was unexpected.
- b. As volunteer committee members worked to define a workable route, maps were published for the proposed route before engagement or conversation with residents had been pursued because of (a.)
- c. The need to eventually cross the CP rail line near the City of Lethbridge posed a significant fiscal obstacle with quoted prices for controlled crossings estimated at around \$500,000.

The Link Pathway Committee engaged Progressive West Consulting to address these issues by undertaking the following:

- a. Provide the project with a **robust public engagement program** and present the feedback gathered to the Committee and to elected Councillors in the region for guiding decisions.
- b. Evaluate the route and work with regional stakeholders to **identify the 'least objectionable path' through the region**.
- c. Draft recommendations for **accommodating the concerns of residents** based on collected feedback and present a recommendation for pathway alignment to the Committee.
- d. Assist in presenting this information to Lethbridge County Council to aid in their decision making.



## Methodology

The Link Pathway project can only be constructed following the final approval of Lethbridge County Council. Like all development projects in a populated area, this decision must balance the regional social and economic benefits of the project against the individual concerns of landowners and stakeholders who may be directly or indirectly impacted by the project. Being a good neighbor means collecting feedback from those who may be impacted and using that information to inform project design so as to mitigate individual concerns to the greatest extent possible, while still realizing the wider social and economic impacts that may benefit a much larger population.

For reporting on the positive and negative impacts of the project, our approach has therefore been to:

1. **Define the social and economic implications** to the region from the project by researching comparable projects and compiling evidence from existing literature on rural recreation projects such as this.
2. **Address the known concern of regional safety** stemming from the project by speaking directly to police detachments serving areas where rural bike pathways already exist and by surveying the extensive literature on the topic.
3. Hire an arms-length and impartial subcontractor to **speak directly to residents** in areas that are likely to be in close proximity to the completed project and record and report on those conversations.
4. Conduct a wider regional engagement activity that **solicits public opinion** on the project from the communities involved, including Lethbridge, Lethbridge County, and the Town of Coaldale. (To be reported separately).

For recommending a viable route for the Link Pathway our methodology has involved balancing the following factors:

1. Wherever possible, utilize **publicly or institutionally owned right-of-ways**.
2. **Where possible, avoid proximity to private residences**.
3. Where proximity to private residences cannot be avoided, **go above and beyond** to address private resident concerns with project engineering and design.
4. **Accommodate unique or individual landowner requests** to the greatest extent feasible.

This report will cover only project research and phase 1 in-person consultations. **Two further reports** will be forthcoming detailing the logical conclusions of our route-finding efforts and the feedback from Phase 2 of regional consultations with the public.



## Regional Impacts of Rural Bike Pathways

The positive socio-economic impacts of cycling, and by extension the construction of infrastructure to enable it, is quite well understood with substantial literature being available on the subject. Scholarly searches for the negative impacts of cycling on health, social, or economic factors have no appreciable returns, with identified negative health impacts being restricted to individual physical impairments associated with excessive bicycle use, and negative economic or social impacts being limited to concerns over improper maintenance or design. The sections below provide researched and referenced overviews of the various benefit/risk categories.

### Economic Benefit Categories

#### Tourism Economy

Tourism is big business, and a new bike pathway anchored on a regional destination like Exhibition Park offering a truly rural southern-Alberta experience, will contribute towards the ongoing growth of this sector.

According to Travel Alberta, tourism related GDP in 2019 (pre-pandemic) was \$8.4 billion (Economic Impact, Tourism Related). The pandemic took a huge toll on the industry, depressing the sector by almost 50% in 2020 with steady recovery since. However, the global tourism market is a growth industry on the strength of a rapidly growing global middle class which will see 3 billion more people join the middle-income ranges by 2050. These people want to experience the world, and Alberta can and should be a sought-after destination on the global agenda. Travel Alberta's baseline projections for sector GDP share by 2030 are around \$12 billion (Economic Impact, Tourism Related) and with the mountain corridor lacking the capacity to accommodate rapid increases in the visitor economy, much of the provincial gains need to be realized on the Prairies.

**Figure 1.1 Tourism Alberta Recovery Forecast**





The Lethbridge Region is in competition not with the mountain corridors for new visitor spend, but rather with other prairie destinations that are within easy driving distance of the Calgary travel hub. Excelling in that competition will require a combinatory process of building new product, enhancing existing offers, and making sure our destinations get sufficient airtime to attract visitors.

*"A regional bike path running between Lethbridge and Coaldale will showcase the best of our region to new visitors, letting them experience southern Alberta while getting exercise and fresh air! An experience like this would enhance everything we're trying to do at Tourism Lethbridge to promote experiences in the agri-food sector for visitors, would enhance conference offerings at Exhibition Park, and would be a valuable offering for our team to profile at the national and international level." – Erin Crane, CEO, Tourism Lethbridge.*



A 2012 Economic Impact Study on Tourism in the south-zone compiled by the Government of Alberta clocked direct visitor spend by all tourists at \$734 million, sustaining a total of 10,185 jobs province-wide, with approximately \$322 million in total tax revenue accruing to all three levels of government because of tourism activity in southern Alberta alone (3).

The Link Pathway as envisioned would provide a new tourism product on the Prairies that would add to the goal of regional destination development to take advantage of these trends.



*"Connectivity is vital to the physical and economic health of our community at large and the events we host at the Agri-food Hub and Trade Centre," says Mike Warkentin, Chief Executive Officer, Lethbridge & District. "The proposed Link Pathway creates an on-site activation that drives centralized engagement through Southern Alberta's newest asset for connection, events and entertainment."*

### **Construction Impact**

Construction spend for pathways has a wide range of prices. For example, a shared-use pathway in Edmonton was built in 2016 at a cost of \$1,223.00 per meter. Compare this to the \$101.00 per metre spent in Guelph, Ontario for shoulder bike lanes on a rural road. (Benni et al, 2019) The LINK Pathway project is comparatively simple, consisting largely of at-grade asphalt surfacing on an aggregate bed over mostly flat ground in a rural environment. The pathway is approximately 14.76 km in total surface length and must accommodate 3 bridges, an underpass, 3 picnic kiosks,



additional project engineering components, and landscaping. The estimated cost of the project (informed by MPE Engineering) is **\$4,394,177.20** with almost all of that being local spend.

Job creation from a project like this is either negligible or temporary in nature, with the actual construction demands for the project being fairly light.

### **Property Value Increases**

The impacts on property values from bike paths has been well studied and there is a large amount of data available on the subject. With few exceptions, the consensus of the literature is that bike paths either increase the property value of nearby and adjacent land, or have no effect; with the preponderance of examples being the former. This is because outdoor features like trails not only provide health benefits, but they are viewed as an amenity by most of the population - similar to parks or greenways, and are also correlated in commercial districts with higher revenue. The trend is so constant in the literature, that bike infrastructure is routinely listed as a factor in determining community quality, such as in a 2020 study on the best places in Canada to live (Remax, 2020).

Supporting evidence for the conclusion that bike paths either improve or have no effect on property values can be found in numerous credible sources. In 2006, the Delaware Center for Transportation at the University of Delaware published a literature review of studies on the property value impacts of bicycle paths. The study looks at what was known at the time on the impacts on property values from the introduction of bike paths and presents information about crime in relation to bicycle and pedestrian paths, then uses a statistical model to examine the impacts on nearby housing.

The conclusion was:

***"The majority of studies indicate that the presence of a bike path/trail either increases property values and ease of sale slightly or has no effect. Studies have shown that neighbors of many bike paths/trails feel that the quality of life of their neighborhood has been improved, that the trails were a good use of open space, and in the case of abandoned railways were an improvement from before the trails went in. There is definitely a large portion of the population that sees bike paths as an amenity and will seek out residences near trails, parks, and other natural resource areas. (Racca and Danju 11)***

Other reports echo this conclusion. In 2011, a report from Vancouver indicated that 65 percent of realtors used new bikeways as a selling feature. In North Carolina, realtors found that 40 homes adjacent to the rural Shepherd's Vineway Bikeway saw property value increases of \$5000 and up, and that bike paths were placed a shocking third on a list of 39 features homebuyers defined as crucial in buying homes in a new community (Smith, para 6).

A 2016, a study by the Urban Land Institute - the world's largest global network of cross-disciplinary real estate and land use experts, looked at overall trends in active transportation which was primarily concerned with the benefits and impacts of bicycle transportation amenities. This study compiled data from 6 additional studies on property value impacts from bike pathways and detailed what the authors called "a growing body of evidence that bicycling has a positive impact on retail sales, commercial property values, and overall economic development"(Urban Land Institute, 2016).

The positive impression conveyed above is no cherry picking of the data. Scholarly searches for negative impacts on property values from bike infrastructure yield no immediate results. Digging into the cited sources of the literature reviews conducted by others yields references to individual counterfactuals or property rights groups who have taken a vocal online position. However, the counterfactuals provided little impact on the trend when aggregated because of the nuances of situational factors which must be considered. Property value impacts are highly situational and depend on a multitude of factors such as maintenance, and project design. If a piece of infrastructure is an eyesore, it will have the impact that all eyesores have - which is negative.

Concerns about proper maintenance and design are valid; and therefore, it is important to ensure that there is a proper plan in place for maintenance and the ongoing greening of the space. Careful project planning to integrate the pathway into the existing neighbourhood in order to minimize potential homeowner – user conflicts is imperative. Provided the Pathway is planned, implemented, and maintained properly, it is our opinion that the Link Pathway should not negatively impact property values.

### **Reduced Medical Costs**

Canadians are exhibiting a renewed awareness of the connection between lifestyle and individual health. Recent studies have found that rural Canadians are more likely than urban residents to be overweight and less active in their leisure time. Therefore, encouraging active modes of transportation like walking and cycling is one strategy to combat this trend. (StatsCan, 2020 Data Blog)

It has long been noted that active commuting is regularly linked to a lower risk of cancer and heart disease - with cycling, in particular, being associated with much lower morbidity and mortality rates (Celis-Moralies et al, 2017). The individual health benefits of cycling are well understood, but what is often less appreciated are the financial impacts on the publicly funded health care system from healthy lifestyle choices, such as cycling. Numerous sources in the literature agree with the trends that Darren Flusche identified in his 2009 paper, 'Economic Benefits of Bicycle Infrastructure Investments when he concluded:

***“The health savings resulting from physical activity, measured in 10 different studies, range up to \$1,175 per person, per year.”*** (Flusche, 2009)

Another notable study in the extensive literature on the topic is a study from Lincoln, Nebraska into reducing health care costs associated with inactivity where the researchers concluded that:

***“Building trails is cost beneficial from a public health perspective - even when controlling for highest cost, for every 1 dollar invested in trails resulted in a greater return in direct medical benefit.”*** (Wang et al, 2005)

The significant cost savings to society in general through reduced medical bills is an invariable trend in the literature.

## Product Development

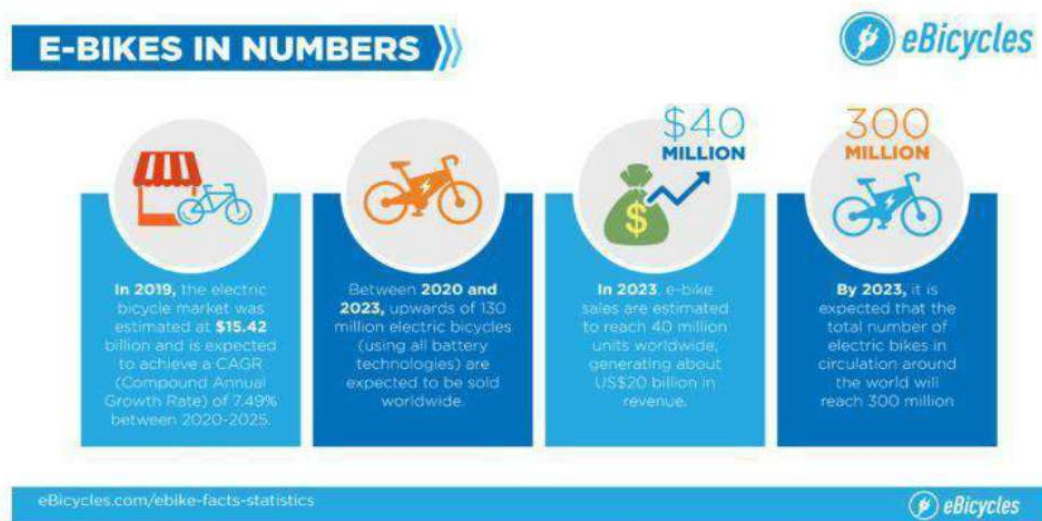
The plan being proposed by the Link Pathway Committee offers not only economic benefits but provides the region with a new tourism product which has multiple use-cases. Bike-friendly roads and trails offer small towns a way to attract outdoor enthusiasts and channel that enthusiasm into local business. (Elswick, 2019)

### New Rural Cycling Opportunity

Cycling itself is a growth market, propelled even faster by the pandemic and a common desire to get outside and out of our collective isolation. According to NPD, Cycling equipment revenue in the United States grew by 15% to \$8.5 billion in the 12 months ending July 2021 compared to the previous year (Sorenson, 2021). The whole market trend has been applicable in Canada as well with bike shops struggling to maintain stock. There's a lot more people with bikes than before the pandemic and a marked increase in cycling as a hobby. The Link Pathway would be a unique offering in this space, giving cyclists a rural route on a paved surface to travel. The current regional inventory of dedicated bike surfaces is limited to in-city locales, or unpaved routes.

The pathway would also be an ideal route for electrified bicycle riding, with a 14 km route on paved surfaces. E-bike sales have surged in recent years as more models come onto the market and become more affordable

Figure 1.2 E-Bike Market Growth (ebicycles.com)



The global electric bicycle market is expected to skyrocket in the following decade, achieving massive growth in Europe, Asia, and North America.

### **Running / Biking Event Route**

There is a distinct lack of biking events in the Lethbridge area, but this infrastructure will create a new venue on which to host a wide variety of events - particularly for riders in younger demographics who may not want to be biking on-road. The facility would offer the possibility of off-road bike-a-thons, cross country racing, time-trialing, and other bike-related activities.

It can also serve as a running path. The Lethbridge Region is home to a robust running community with [runnersoul.com](http://runnersoul.com) listing about a dozen formal running events in the calendar year ([runnersoul.com/events](http://runnersoul.com/events)). With the Link Pathway connecting into the Henderson Park area and out to the Town of Coaldale, this secure off-road route would be a natural destination for future running events.

### **Picnic Opportunities**

As envisioned, the Link Pathway will have 3 picnic kiosks along the route - one near the western edge, one near the Highway 512 underpass, and one near Coaldale. Kiosks will be equipped with picnic shelters and tables for picnicking providing a destination for families to use while spending time together outdoors.

### **Bike Rentals**

As a tourism product, there will be a distinct business opportunity for new or existing businesses, including Exhibition Park, Tourism Lethbridge, Nikka Yuko Japanese Gardens, and others, to offer bike and e-bike rentals for use on the pathway, creating more economic activity. This is an opportunity for many businesses to capitalize on.

### **Cycling Tours**

The pathway also speaks strongly to the vision of Tourism Lethbridge to develop regional agri-food tourism products and would allow the development of interpretive tours that can travel along the irrigation canals, past the Lethbridge College demonstration farm, through the irrigation demonstration facility, and past a myriad of crops. This is a value-added offering that can be tacked onto Exhibition Park events or offered as a stand-alone service by a business.





## Product Enhancement

The project as envisioned is not just a stand-alone offering but could also enhance existing facilities by becoming an extension or value-added component of them.

### Regional Bike Access

For one, the pathway will tie into the municipal pathway systems in both the City of Lethbridge and the Town of Coaldale, offering a true inter-municipal bikeway that links the two communities and allows bike, e-bike, or other forms of commuting between the two. E-bikes typically travel at around 25 kms/h, making the passage from Coaldale to Lethbridge along the pathway about a 30-minute trip. Furthermore, the pathway would provide commuter access to places of work midpoint in the county, such as the Research Station, Fresh Start, the Demonstration Farm, Broxburn Industrial Park, Greenhaven, and other locations.

### Exhibition Park / Henderson Lake/ Nikka Yuko Complex

The pathway would also serve as a value-added facility for the new and expanded Exhibition Park and secure its position as a hub for social and economic activity. It's easy to envision bike rentals available at Exhibition Park serving as a value-add component for every conference, exhibition, and event that occurs at that facility, making it an even more attractive amenity.

### Lethbridge College Demo Farm

Lethbridge College's developing demonstration farm on provincial land will also be adjacent to the pathway, and the College is eager to see the development of a stopping point (picnic kiosk) near their facility where they can showcase their research and work to the public.



## Healthy Living

### Proven Health Impacts

The College of Family Physicians of Canada recommends communities work to increase rates of cycling in their communities stating that “cycling in particular has been shown to reduce carbon footprints, improve overall well-being, prevent chronic diseases and all-cause mortality, reduce noise pollution, and foster social interaction,” (Green). [A]ll of which contribute to improved health outcomes, not only for those who participate directly in cycling, but for those who live in communities with increased rates of cycling as well, because “motorists consistently experience the highest exposure to air pollution” (Green).

Specific health benefits of cycling as stated in the literature are: increased cardiovascular fitness, increased muscle strength and flexibility, improved joint mobility, decreased stress, improved posture and coordination, strengthened bones, decreased body fat, prevention or management of disease, reduction of anxiety and depression, in addition to, reduction of pollution and greenhouse gas emissions, and psychological benefits accruing from social interactions.

### GHG Reductions for Commuters

The World Health Organization has called climate change the biggest health threat of this century, with a range of direct and indirect physical and mental health effects, which include: heat-related illnesses, worsening lung and heart disease from air pollution, direct injury and displacement from floods, droughts, and other extreme weather events, and increased food insecurity (Watts). With this existential threat hanging over all our heads, the College of Family Physicians (CFP) of Canada recommends that Canadian communities do what they can to encourage the further adoption of alternate modes of transportation rather than personal vehicle use. The CFP recommendation cites a study using recent travel activity data from European cities which found that “those who switch 1 trip per day from car driving to cycling reduce their carbon footprint by about 0.5 metric tons per year. Thus, if 10% of the population were to change their travel behaviour, the emissions savings would be around 4% of life-cycle carbon dioxide emissions from all car travel” (Green). This is not an insignificant impact. The Link Pathway is a project that encourages the adoption of cycling as a part of life which would hopefully have impacts in the regional population by encouraging increased bicycle adoption for daily commuting where possible or applicable - both in the region, but more specifically, within the City of Lethbridge and Town of Coaldale.

### Fresh Start Treatment Centre

The envisioned route of the Link Pathway will be adjacent to the Fresh Start Treatment Centre in Lethbridge County and has been enthusiastically embraced by them as an attractive value-add to their own facility. The study referred to previously by the College of Family Physicians enumerated the many psychological benefits of outdoor activities (such as cycling) and Fresh Start would be looking to take advantage of the pathway to increase their own on-site offerings to patients.



## Project Liabilities

An enumeration of benefits must be followed by an enumeration of liabilities from the project that must be considered and addressed. The researched items below have informed specific recommendations at the end of this document.

### Poor Design and Maintenance

The design and construction of a pathway is no small undertaking and there are many technical aspects that must be considered. Having engaged with technical expertise early on in this process has been an invaluable investment as infrastructure projects of any size or scale must be considered through many lenses. The collaborative effort of these technical experts, informed by their decades of experience, has mitigated many of the pitfalls new trail development groups can find themselves in. However, continued engagement with these and other professionals will be key to success.

As noted above in the section on 'Property Value Increases', bike paths typically add value to the regions through which they pass *except where the path is either poorly designed, poorly maintained, or both*. In the case where improper design or maintenance is present, the pathway itself can become a liability. Improper groundwork can lead to slumping or asphalt cracking. Improper installation of fences or other infrastructure can lead to slumping of posts, bench pads, or other natural degradation of infrastructure. If there is a proper plan and a responsible party identified with resources and continuity, these issues can be addressed through ongoing maintenance - but if there is not a robust maintenance plan, the pathway can suffer from overgrowth of weeds, unhealthy trees, or hazards created by degrading infrastructure. This liability will need to be addressed by ensuring there is a robust maintenance plan in place and a responsible party that can be held accountable by residents.

### Chemical Spraying

The Link Pathway will pass through active agricultural zones, past irrigated fields where pesticides, insecticides, herbicides, fungicides, fertilizers, and other chemicals are routinely used. There is a growing body of evidence that human exposure to various agricultural chemical applications can have adverse health impacts. A 2017 publication from Penn State does a good job of summarizing the range of applications and possible health impacts. The list is as long as the list of possible chemical applications and the authors conclude by stating:

*"All pesticides have the potential to be harmful to humans, animals, other living organisms, and the environment if used incorrectly. The key to reducing health hazards when using pesticides is to always limit your exposure by wearing PPE and use a low-toxicity pesticide when available"* (Lorenz).

Penn State also offers recommendations on how to mitigate these risks, advising that the basic formula for hazard is the toxicity of the specific chemical x the degree of exposure to that chemical. The standard mitigations are to reduce exposure and/or wear recommended personal protective equipment (Lorenz).

In the case of personal use of the pathway through agricultural zones, the mandate to impose PPE is clearly impractical, therefore reducing exposure will be the key factor informing recommendations at the



end of this document. We should note that the complete elimination of exposure is not practical and the realities of life in rural Alberta where a low level of exposure to agricultural chemical applications is shared by all members of society (particularly those who live in the country) is a simple fact of life. Reasonable goals should be to reduce exposure but to not be deterred by the impossible standard of complete elimination of exposure.



### **Irrigation Overspray**

Irrigation overspray involves field pivots spraying further than intended and inadvertently coating the surfaces that they are not intended to. Overspray can occur from a variety of mechanical, system, or environmental reasons and does not necessarily involve error on the part of the farm operator.

In our opinion, irrigation water should not be considered a hazard, but simply an environmental factor pathway users should be educated on and cognizant of.

### **Stakeholder Abandonment**

The typical apparatus for land access for the Link Pathway is an easement agreement with the property owner, and therefore a natural risk is the abandonment of commitment by the landowner to honor the easement.

Edwards Land, the agents acting on behalf of the Pathway, have advised that in such an event the landowner would have to file an application with an arbitrator under the *Arbitration Act* leading to the review by an independent third party arbitrator of the issues involved. In the opinion of Edwards Land, it is highly unlikely that public infrastructure would be removed from a parcel of land for which there was a legal easement due to a landowner's change of heart. In the event of a direct conflict between a landowner during development, the arbitration may result in a recommendation to reroute or re-site either the Pathway or the landowner's development components. Furthermore, the easement agreement

in use by the Link Pathway binds the infrastructure to the land itself such that the agreement survives changes in land ownership.

### **Neighbour Relations**

The project as proposed will route near several private residences - particularly in the Vista Meadows area, where its construction imposes a new physical reality in direct adjacency to properties where this did not previously exist. Naturally, the unknowns of a new reality come with concerns from those neighbours.

While Lethbridge County owns the land through this area and has the legal right to develop it, it behooves all parties to be good neighbours and seek to go above and beyond to listen to, and address the concerns of those landowners, and reflect their concerns meaningfully in project design, even at increase expense to the Link Pathway.

This liability has informed our engagement of all of the private landowners in the Vista Meadows area and is expanded on thoroughly in the section below, yielding specific recommendations in the final section.

### **Vandalism**

The addition of any built amenity will bring up concerns about vandalism both to the new feature as well as to adjacent property owners. Trails that are located near private property should take this increased risk into consideration. We have undertaken extensive research and review of past and existing stakeholder concerns and equipped ourselves with the tools and resources available to make sound recommendations. There are many mitigation tools available to reduce the likelihood of vandalism. Visual separation of the trail from private property in the form of vegetation or fencing is an effective mitigation measure. It should be restated that although there is an increased risk of vandalism - the actual incidents of where this has occurred are still very low. We will turn to look at comparable projects in the next section to expand on this claim.





## Comparable Projects and Public Safety

### Public Safety Overview (research)

An issue that comes up frequently when new trails are proposed are concerns about increased incidents of crime. After investigating this issue thoroughly, the overwhelming evidence from studies spanning hundreds of trails and from local enforcement data is that **trails are safe**. They do not pose a risk of increased crime to adjacent landowners or to users of a trail themselves. In fact, in several locales, **the rate of crime decreased**.

The trends evident in the literature are:

- Every major study of trails confirms that crime does not increase with the building of a new trail. This includes all studies which include input from local homeowners, law enforcement officers, real estate professionals and trail managers.
- After the trails are built, adjacent residents of properties and police agree that new trails do not increase crime for them and become enjoyable amenities.
- There are many positive testimonials from law enforcement officers regarding trails. Typically, they state that trail users watch out for each other and report crime as they see it occur, thus helping law enforcement to do its job.
- There is no supporting evidence that trails have led to increased homeowner crime (Shearin, 2018).

It is important to note that much of the research in this area has been done in the US, so to validate for a Canadian and more specifically - a rural Albertan perspective – PWC has undertaken lengthy research to either validate or refute the claims made above. Below are the testimonies we have received. All statements have been provided with the express consent of the individual.

*“Unaware of any calls for issues related to incidents in the trail area”* – Randy Peel, Police Information Manager, Medicine Hat Police

*“Unaware of any calls for issues related to incidents in the trail area” and “No increase in crime due to the presence of trails”*

- Sgt. Michael Corty, Acting Detachment Commander, Redcliff RCMP

*“Decrease in crime in the area”*

- Corporal Trepanier, Chestermere RCMP

PWC has also spoken with the Kimberley RCMP detachment and although no formal statement was available, their experience was similar. **The overwhelming conclusion of both research and police officers is that rural bike trails do not increase crime.** For reference, we’ve provided detailed information and maps below on the trails referred to in the RCMP interviews above.

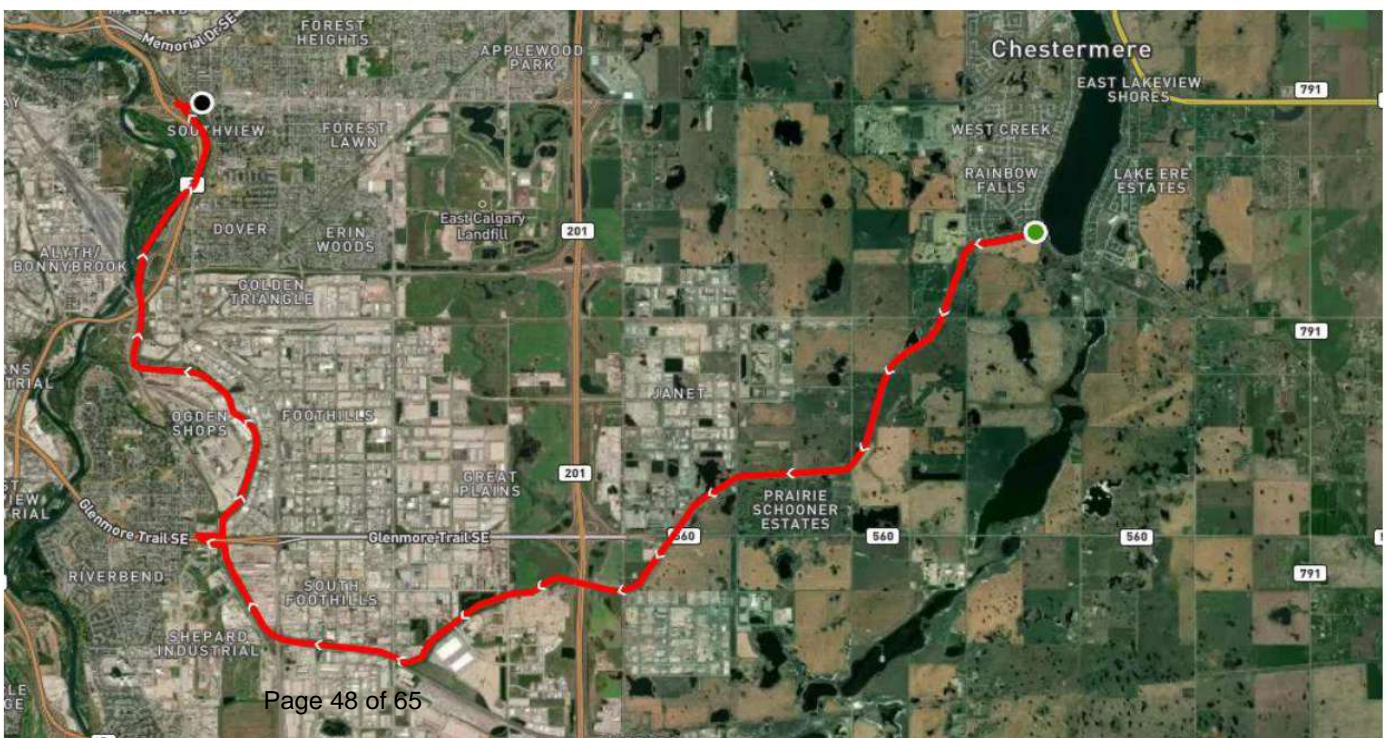


Canada

## Western Headworks Canal Pathway

25.3 km point to point paved pathway connecting the City of Calgary to the City of Chestermere via Rocky View County.

This pathway has a larger urban element than the LINK Pathway however, many of the components are the same - most notably the proximity to rural residential properties and the use of irrigation district infrastructure. The Western Headworks Canal pathway is owned and operated by Alberta Environment and Parks - outside of structural maintenance, the City of Calgary, Rocky View County, and the City of Chestermere have responsibility for weed control, grass cutting and garbage where the trail passes through their respective areas.





## North Star Rails to Trails

26km paved point to point trail connecting the City of Cranbrook to the City of Kimberley via the Regional District of East Kootenay.

The trail is managed by the North Star Rails to Trails Society and is maintained by both the City of Cranbrook and the City of Kimberley. This pathway almost exclusively runs adjacent to highway 95A so there are no rural residential property owners along the route and exists within the highway right of way.

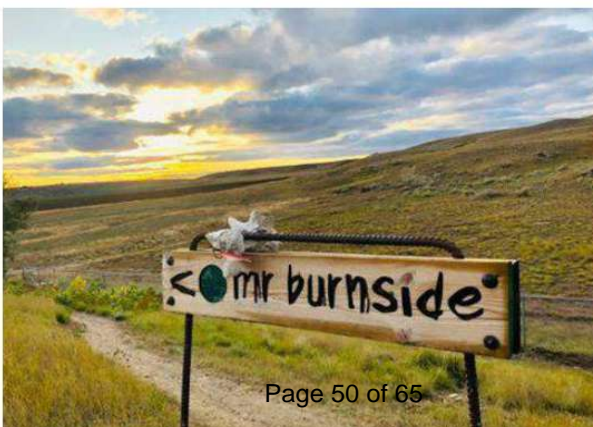
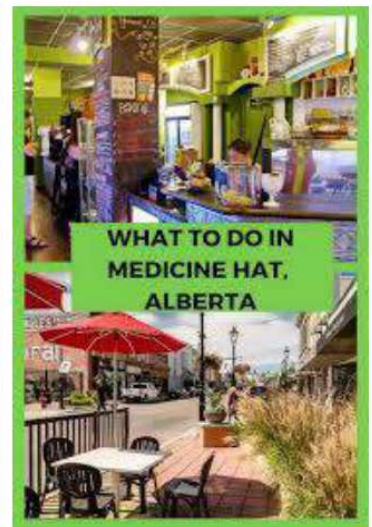




## Mr. Burnside Trail

10.6km out and back trail located between the City of Medicine Hat and the Town of Redcliff.

This is an unpaved, multi-use trail that connects directly into the mountain bike trails in the Town of Redcliff. The trail is maintained by the 670 Mountain Bike Club. This is the least similar in both use and design to the LINK pathway but offers important lessons for our purpose, as it relates to local experience.



Page 50 of 65



## Take-aways

Residents and community members impacted by the development of trails have expressed concerns about safety from crime if the proposed trail is built. These are real and valid concerns that must be addressed. Unfortunately, trails are not immune to crime. Incidents happen in almost every kind of environment - bike and walking paths are no exception. However, this is a subject that has been researched extensively by academics, trail proponents, and economic development agencies including PWC. **When specifically looking at crime - the conclusions are unanimous: trail development does not lead to an increase in crime.** Even in instances where there was initial opposition - after the trails are built, adjacent residents of properties and police agree that new trails do not increase crime for them and become enjoyable amenities (Shearin, 2018).





## Adjacent Resident Consultation

Routing of the Link Pathway from Coaldale to Lethbridge is possible by making extensive use of Saint Mary's River Irrigation District right-of-ways which offers linear east-west lines owned by a single property owner. An inevitable result of this restriction is that the Link Pathway must pass along the irrigation ditch that runs adjacent to the Vista Meadows residential development and Mustang Acres. The stretch of land that passes through here adjacent to an SMRID drainage ditch is owned by Lethbridge County. New construction of a pathway near private residences changes the landscape and has caused concern from some residents who want to know precisely what will be going where, or who are not enthusiastic about a pathway routing near their properties. In previous years, the Link Pathway Committee had published possible routes and had expanded on plans to construct pathway infrastructure, such as a picnic kiosk, near this location, assuming that the addition of an amenity would be viewed favorably. When negative feedback was received it was evident that proper public consultation was needed. Progressive West Consulting was engaged by the Link Pathway to gather feedback from private residences who would be near the proposed pathway and to share this feedback with pathway stakeholders and with Lethbridge County to be used in further development of the pathway concept and conversations with the aim of being a good neighbour.

In addition to this, Lethbridge County sought advice from their lawyers on the use and development of the stretch of land on which the pathway is proposed to be installed through this area. According to a legal opinion by North & Company LLP dated August 17 solicited by Lethbridge County administration, the question was asked:

*"Does Lethbridge County have the ability to allow the creation of a public pathway for non-motorized vehicles on its PLU running behind the Vista Meadows Subdivision?"*

The opinion of North & Company found that Lethbridge County is certainly within their rights to construct a public pathway for pedestrians and non-motorized vehicles. However, they also found that the easement does not have any provisions relating to construction access or disturbance and that Lethbridge County should seek the Vista Meadows Homeowners' Association permission to conduct construction activities on any lots that Lethbridge County does NOT own, and that the homeowners association may request Lethbridge County enter into an agreement to ensure the clean-up of any construction debris (Kerry, 2020)

However, in our opinion legal right is not enough and sincere consultation with the intent of using that consultation to address specific concerns within project development and design - even at increased cost to the project - is best practice.

### Approach

Because of the multiple outcomes that Progressive West Consulting is responsible for with the Link Pathway, we secured the services of a third-party subcontractor to conduct the actual interviews. Karla Pyrch, a local realtor, was tasked with trying to discuss the project with every private landowner in the Vista Meadows and Mustang Acres developments to record their concerns, suggestions, and level of support for the project.

Between July and August 2021, Mrs. Pyrch left a document at every door in the area requesting a conversation and made repeated returns to the developments to talk to as many folks as she could. After two months of efforts, it was her opinion that she had talked to everyone who was interested in talking in the area and she concluded her efforts and submitted her report.

Mrs. Pyrch's approach was to communicate that she was a third-party subcontractor hired to listen and record the opinions and thoughts of local residents on the project and report that feedback without alteration to the Link Pathway. Karla recorded notes on the conversations as they occurred, then at the end of the conversation she showed the notes to the interviewee and asked them to confirm if the notes accurately reflected their position and views. Only once the interviewee was satisfied with the record did she close the file on that conversation. The outcomes of the conversations are listed in the table below in detail.

Please note: Progressive West Consulting has redacted the addresses and names of the individual conversations, replacing specific home addresses with a general description of where the home is located. Other clearly and specifically identifying comments have been redacted as well. Progressive West Consulting retains the identifiers securely in our database. This is to protect backlash against any individual by any other individual.

## Findings

Note included in submission from Karla Pyrch:

*"Consultations with residents, whose properties are adjacent to proposed routes of the Cor Van Raay Link Pathway, were completed during the months of July and August, 2021 by Karla Pyrch. Each resident was visited in person by Karla; they were asked to provide their opinions and concerns about the pathway. They were then asked if they had any solutions or requests that would make placement of the pathway more enjoyable and/or tolerable if it were to abut their property. If no one answered the door, a flyer was left, inviting them to contact Karla by phone or email, to provide input or request an appointment for an in-person meeting. Please find the input gathered in the chart below."*

Address	Date 2021	Name	Level of Support	Concerns & Suggestions
Area Acreage	July 15	[REDACTED]		Requested I speak to [REDACTED] first
Area Business	July 22	Left message with reception [REDACTED]	Supportive with conditions	Has been in contact with the land agent and provided concerns and condition to them
	August 3 August 16	Met with [REDACTED]		Reviewed acceptable route for pathway – includes donated land, partial use of existing hard surface. More discussion required for short distance between corner and research land. Suggest using ditch on west side of road. More viable option would be east side of roadway but may require a carrot. Wind fence perhaps?
Vista Meadows				
[REDACTED]	July 19	[REDACTED]	Support	Would like assurance that the maintenance of the path will be better than the current level of maintenance at the lake

█	July 21	█	Uncertain – somewhat negative	Concern with neighbourhood safety, vandalism and security. Perhaps a fence would help.
█	July 21	No answer – left flyer		
█	July 21	█	Support	Good - positive
█	July 21	█	Support	Positive overall but would prefer northside of canal. Concerned with plan for maintenance, cleanliness, and litter, as well as snow removal and weeds. Would not like the lake to be part of the route and no staging area nearby
█	July 21	█	Proponents	Concerned with level of lake maintenance and care. Suggest berm or other sound proofing
█	July 21	No answer – left flyer	Home sold	
█	July 21	No answer – left flyer		
█	July 21	No answer – left flyer		
█	July 21	No answer – left flyer	Positive	Contractor/friend said they were positive. Lady came to the door, seemed positive but said it was an inconvenient time to talk – Invited her to contact me for further discussion at her convenience
█	July 21	█	Uncertain – Not opposed	Prefer it located on Northside of canal. Would like a berm and trees. Has large dogs that will be disruptive if there is a lot of traffic behind his fence.
█	July 21	█	Support	No concerns
█	July 21	█	Like the concept but many concerns	Lake is not a lake – is a storm pond and important water source. Not pleased with County's maintenance of pond and common areas. Who will provide and maintain garbage receptacles? Litter in lake will ruin system for irrigation. Many complaints have been voiced but no response from County. Believes crime will be an issue and again does not think response will be adequate. Fence to meet architectural controls may be okay – not chain-link, a berm would be better. There should be more transparency on costs, different location options, maintenance plans. Would not like pathway lighting and no stops in area – keep users moving through.
█	July 21	No answer – left flyer		
█	July 21	█	Indifferent	Would like to see better maintenance/cleaning than currently done at lake
█	July 21	No answer – left flyer		
█	July 30	█	Support	
█	July 30	No answer – left flyer		
█	July 30	█ in Drive.		
█	July 30	No answer – Left Flyer		
█	July 30	█	From Holland – Like Bike paths, might use it but has concerns	Concerned with public access to yards and pollution to water in ditch (not a canal) and lake. What will width of path be? Will ATV's use it? Berms will not be enough protection for backyards, fencing might be better. Who will be responsible for the liability of someone swimming in the lake? Prefers no picnic or stopping area.
█	July 30 August 5	No answer – Left Flyer Meeting requested by █ █ 6:30 pm	Opposed Would be neutral if path was on Northside of Canal	No reason to come through development. Purchased home there for peace and quiet, lifestyle. Unhappy with communication provided by █ regarding receivership of development, litigation with Gibraltar and County takeover of settlement and common grounds in the development. Homeowners do maintenance



■	August 5	■	Negative	<p>Not pleased. Concerned with traffic from jail or treatment centre. Have free range chickens and dogs will cause barking problems. Moved to acreage for privacy, do not want to be on display or scoped out for crime. Husband ■ has sent emails detailing opinion. Fence may help but don't want one, thinks that may be negative for pathway user experience as well. Understands the need for bike safety but does not want it in their backyard.</p> <p>First communication he received was in spring 2021, when he also heard about a petition being circulated from the residents of Howe Road. Not happy about pathway on Southside of canal but will proceed with civil litigation if it goes on the Northside. No scenario for support on a route that passes his property but may use pathway if it does not go through any backyards. Is supportive of recreation in the area. Is a ■ and says the impact of a pathway cannot be understated as a pathway for criminals. Moved to the country to get away from that and for privacy. Agreed that most users would be fine but that would not make up for the few with bad intentions.</p> <p>Wants to know if an environmental impact assessment has been completed and what effect this will have on taxes and who will cover maintenance costs. A large amount of infrastructure would be required if placed on north side of canal.</p> <p>Many acreage owners have free roaming dogs and other animals that may interfere with the users of the pathway and decrease their enjoyment. Would like to see the results of this consultation and receive information about the process and timelines for further development.</p>
■	August 5	■	Negative	<p>Not in favor of pathway, particularly do not want on North side of canal or on their private access road, already too many people accessing from Broxburn Road which is dangerous for kids and animals. Do not want a midway meeting point or a picnic area near their homes.</p>
■	August 5	■	Uncertain	<p>Would enjoy having the pathway but are concerned it will cause their taxes to increase and about the maintenance cost. It would cost more to build on the north side and think care should be taken to be most cost effective. Are not concerned by the staging area.</p>
■	August 5	■	Supportive	<p>Prefer North side of canal – would like access but recommends putting pathway lower – stepped down to be closer to the level of the ditch. Say Jail Road is dangerous for cyclists and a safer alternative is necessary. More trees would be better between pathway and houses to provide a barrier.</p>
■	August 5	Left flyer – Returned for in person visit August 20 ■	Supportive if on Southside	<p>Concerned with disrupting wildlife and excessive lighting. Bank is steep and their property butts right up to the bank of the canal and is intensively landscaped right to the bank and does not think there is enough room to terrace down closer to the canal. Concerned with dogs too close to pedestrians, would need a large fence. Also, the overflow stream may flood if the path is lowered.</p>

## **Take-aways**

32 properties were approached by Mrs. Pynch. No response was received from 10 of the properties. of the remaining twenty-two 5 property owners were not supportive of the project (some with conditions). 12 were outright supportive, and an additional 5 were uncertain or indifferent.

Themes that emerged from the conversation are the following:

1. Vista Meadows area residents are concerned that any pathway development be properly maintained and kept in a visually appealing state of repair. County maintenance at the nearby storm pond has not inspired confidence.
2. Several respondents have indicated that a picnic kiosk in the area would not be welcome.
3. Privacy and security from directly adjacent properties is a repeated concern.
4. Free-roaming dogs interfering with pathway users and thus causing negative backlash on dog owners is a concern.
5. Motorized vehicles are a concern.



# Recommendations from Research and Consultations

## Health and Safety

1. If possible, secure a donation of bicycles to be gifted to the Fresh Start Treatment Centre to encourage their use of the pathway for patients to increase health outcomes.
2. Position highly visible signs at each end of the pathway and at key midpoints advising pathway users to avoid use of pathway if field spraying appears to be occurring. Consider including an interpretive board that educates users on chemical uses in agriculture and how to identify if spraying is occurring.
3. Position warning signs for possible irrigation overspray near sections of pathway where irrigating occurs.
4. Partner with Lethbridge College to install educational signage about irrigation near their Irrigation Demonstration site adjacent to the pathway.
5. Position signs along the pathway indicating that Lethbridge County is patrolled by the RCMP.
6. Ensure that there is a robust maintenance agreement in place with Lethbridge County to provide for life-cycle care of the project and an authority that can be appealed to by users and neighbours in the event that maintenance is lacking.

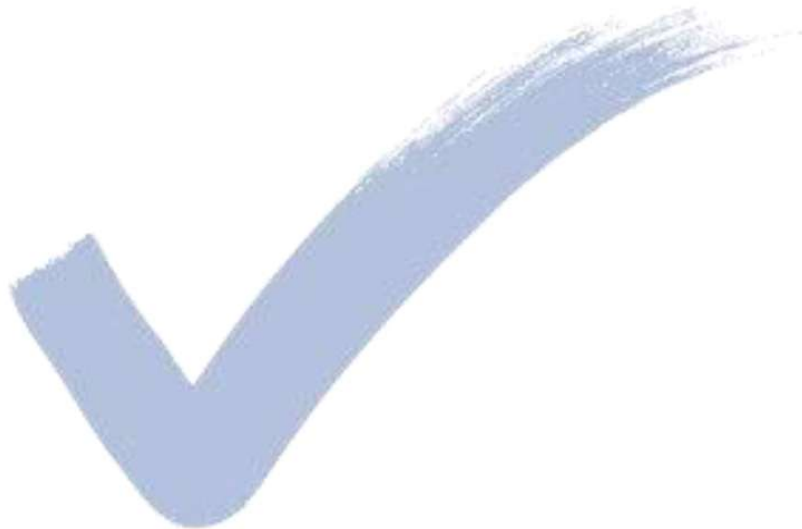
## Good Neighbour

1. Position clear and highly visible signage acknowledging trial boundaries and that accessing land not a part of the trail network is committing an act of trespass.
2. Ensure that adjacent property owners' concerns are reasonably accommodated related to visual separation of pathway from property, lighting, and other crime mitigation measures.

## Vista Meadows Specific Recommendations

1. Ensure that there is a robust commitment from Lethbridge County to provide timely maintenance and care for the pathway through the Vista Meadows area such that the physical surface is maintained in a good condition, weeds and garbage are mitigated and regularly addressed, and associated infrastructure is kept in a good state of repair.
2. Change development plans to not put a picnic kiosk on County land near the Vista Meadows storm-pond and relocate north of Highway 512 to land owned by the Link Pathway.
3. Install privacy fencing on the south side of the Pathway through the Vista Meadows corridor. Offer individual residents a lockable gate through the fence that they can put their own lock on.
4. Consider planting trees along the path through the Vista Meadows area in consultation with individual homeowners regarding their siting preferences if possible.

5. Install a low chain-link fence on the north side of the Link Pathway, separating it from the drainage ditch, to prevent loose dogs from going on the pathway.
6. Do not install pathway lighting through the area.
7. If home-owner irrigation extends beyond their legal land boundaries, offer to have irrigation professionally re-located back within their legal boundaries at Link Pathway expense.
8. Install signs at either end of Vista Meadow section advising that motorized vehicles are not permitted on the pathway.
9. Install posts and chains at either end of the Vista Meadows stretch allowing bike and pedestrian access but effectively shutting off motor vehicle access.



## Next Steps

We highly recommend that the Link Pathway Committee seriously considers the recommendations made above in their detailed development of the project and that this report be included in an information submission to Lethbridge County Council in advance of the request for final approval of the project by Council.

Of course, the opinions that matter on a regional project such as this are not limited to only the views and concerns of adjacent property owners. The merits and liabilities of a project have to also consider the views and opinions of the regional population for whom the project would serve as a new asset. Progressive West Consulting has been tasked with soliciting regional feedback on the project from residents of the City of Lethbridge, Lethbridge County, and the Town of Coaldale as soon as a feasible planned route has been finalized. With a viable route for the project all but established, PWC will be pushing out a Phase 2 call for regional input on the project in the coming weeks.

It will also be important to share information from this report with the public by posting it on the Committee's website so that it is publicly available. Several residents of the Vista Meadows area have followed up over the past few months to inquire about the status and outcome of the consultations they engaged in and this information should be available to them.





## References

- Benni, J., Macaraig, M., Malmo-Laycock, J., Smith Lea, N. & Tomalty, R. *Costing of Bicycle Infrastructure and Programs in Canada*. (2019) Toronto: Clean Air Partnership. <https://www.tcat.ca/wp-content/uploads/2016/08/Costing-of-Bicycle-Infrastructure-and-Programs-in-Canada.pdf>
- Celis-Morales, C.A., Lyall, D.M., Welsh, P., Anderson, J., Steell, L., Guo, Y., Maldonado, R., Mackay, D.F., Pell, J.P., Sattar, N. and Gill, J.M., 2017. Association between active commuting and incident cardiovascular disease, cancer, and mortality: prospective cohort study. *BMJ* 357:j1456.
- "E-Bike Facts and Statistics for 2022." *ebicycles.com*, [www.ebicycles.com/ebike-facts-statistics/](http://www.ebicycles.com/ebike-facts-statistics/).
- Gellrich, Kerry. *Vista Meadows Easement Legal Opinion*. Lethbridge, North & Company LLP, 2020.
- Elswick, Frank. "How Gravel Bike Paths Can Boost Rural Economies." , 18 July 2019, [blog.midwestind.com/how-gravel-bike-paths-can-boost-rural-economies/](http://blog.midwestind.com/how-gravel-bike-paths-can-boost-rural-economies/)
- Flusche, Darren. *The Economic Benefits of Bicycle Infrastructure Investments*. Washington, District of Columbia: League of American Bicyclists 2009
- Government of Alberta, Alberta Tourism, Parks and Recreation - Tourism Research and Innovation Branch *The Economic Impact of Tourism in the Alberta South Tourism Region 2012* (2012) <https://open.alberta.ca/dataset/b9870afa-d87a-4ee3-905b-c85dcd81746c/resource/646d97ed-c315-4c98-b009-bb5d49a8f154/download/EconomicImpactAlbertaSouth2012.pdf>
- Government of Canada, Statistics Canada "Data Blog: Differences in obesity rates between rural communities and urban cities in Canada" 2020 <https://health-infobase.canada.ca/datalab/canadian-risk-factor-atlas-obesity-blog.html>
- Green, Samantha, et al. "Cycling For Health: Improving Health And Mitigating The Climate Crisis." *College of Family Physicians of Canada*, vol. 67, Oct. 2021, DOI: <https://www.cfp.ca/content/cfp/67/10/739.full.pdf>
- Lorenz, Eric S. "Potential Health Effects of Pesticides." *Penn State Extension*, Sept. 2017, doi:<https://extension.psu.edu/potential-health-effects-of-pesticides#:~:text=Dermatitis%2C%20or%20inflammation%20of%20the,when%20exposed%20to%20pesticide%20sprays>
- Racca, David P., and Amardeep Danju. *Property Value/Desirability Effects of Bike Paths Adjacent to Residential Areas*. Newark, University of Delaware: Delaware Centre for Transportation, 2006, [https://headwaterseconomics.org/wp-content/uploads/Trail\\_Study\\_51-property-value-bike-paths-residential-areas.pdf](https://headwaterseconomics.org/wp-content/uploads/Trail_Study_51-property-value-bike-paths-residential-areas.pdf)
- REMAX, *Best Places to Live: Canada Liveability Report*. Fall ed., REMAX, 2020, [blog.remax.ca/canada-liveability-report/#:~:text=Best%20Places%20to%20Live%20in%20Canada,-Click%20to%20download&text=Winnipeg%20and%20Edmonton%20both%20rank,proximity%20to%20transit%20and%20af](http://blog.remax.ca/canada-liveability-report/#:~:text=Best%20Places%20to%20Live%20in%20Canada,-Click%20to%20download&text=Winnipeg%20and%20Edmonton%20both%20rank,proximity%20to%20transit%20and%20af).
- Shearin, Jennifer. "Should Neighbors Close To Bike Trails Worry About Crime?" *Walk-Bike Cupertino*, 12 Aug. 2018, [walkbikecupertino.org/2018/08/should-neighbors-close-to-bike-trails-worry-about-crime/](http://walkbikecupertino.org/2018/08/should-neighbors-close-to-bike-trails-worry-about-crime/).
- Smith, Rachael. "How Bike Lanes can Boost the Economy." *thisbigcity*, edited by Joe Peach, 26 Apr. 2011, [atlanta.curbed.com/2013/8/8/10210634/bike-lanes-property-values-is-there-a-correlation](http://atlanta.curbed.com/2013/8/8/10210634/bike-lanes-property-values-is-there-a-correlation)

Sorenson, Dirk. "The Cycling Market Pedals Ahead in 2021." *NPD.com*, NPD, 23 Sept. 2021, [www.npd.com/news/blog/2021/the-cycling-market-pedals-ahead-in-2021/#:~:text=The%20bicycles%20category%20is%20currently,of%2020%25%20compared%20to%202019.](http://www.npd.com/news/blog/2021/the-cycling-market-pedals-ahead-in-2021/#:~:text=The%20bicycles%20category%20is%20currently,of%2020%25%20compared%20to%202019.)

Travel Alberta: Economic Impact: Tourism Related GDP and Taxes  
<https://industry.travelalberta.com/research/tourism-indicators/economic-impact>

Travel Alberta: Economic Forecast Impact of COVID-19  
<https://industry.travelalberta.com/research/tourism-indicators/tourism-spend-forecasts>

Urban Land Institute: Active Transportation and Real Estate: The Next Frontier. Washington, D.C.: the Urban Land Institute, 2016.

Wang, Guijing, et al. "A Cost-Benefit Analysis of Physical Activity Using Bike/Pedestrian Trails." *Health Promotion Practice*, vol. 6, no. 2, May 2005, pp. 174-79, doi:10.1177/1524839903260687, [benefitshub.ca/entry/the-economic-benefits-of-bicycle-infrastructure-investments](http://benefitshub.ca/entry/the-economic-benefits-of-bicycle-infrastructure-investments).

Watts N, Amann M, Arnell N, Ayeb-Karlsson S, Belesova K, Berry H, et al. The 2018 report of the Lancet Countdown on health and climate change: shaping the health of nations for centuries to come. *Lancet* 2018;392(10163):2479-514. Erratum in: *Lancet* 2020;395(10239):1762. Epub 2018 Nov 28.

## Literature Reviewed

### Property Values

"City of Vancouver , Bicycle Plan 1999. Reviewing the Past, Planning the Future", 5.1.8 Bikeways and Property Values

"The Effects of Greenbelts On Residential Property Values: Some Findings On The Political Economy of Open Space.", Correll, M., J.Lillydahl, & L.Singell. (1978), *Land Economics* Vol. 54, No.2, p.207-217.

"Perceptions of how the presence of greenway trails affects the value of proximate properties.", Crompton, J.L. (2001), *Journal of Park and Recreation Administration* 19(3) 114-132 "Omaha Recreational Trails: Their Effect on Property Values and Public Safety", Donald L. Greer, University of Nebraska at Omaha, June 2000

"Property Values, Recreation Values, and Urban Greenways", Gregg Lindsey, Joyce Man, Seth Payton, Kelly Dickson, *Journal of Park and Recreation Administration*, Fall 2004, Volume 22 Number 3, PP 69-90

"The Effect of Greenways On Property Values and Public Safety", A Joint Study by : The Conservation Fund and Colorado State Parks State Trails Program, Colorado State Parks, State Trails Program, Sydney Shafroth Macy, Stuart H. Macdonald, March 1995.

"The Impact of the Brush Creek Trail on Property Values and Crime", Santa Rosa, CA, Michelle Miller Murphy, Sonoma State University, April 13, 1992.

"Living near greenways: neighboring landowners' experiences with and attitudes toward rail-trails.", Moore. R. L. , Graefe, A. R. & Gitelson, R.J. (1994), *Journal of Park and Recreation Administration* 12(1), 79-93

"Economic Impacts Of Rivers, Trails and Greenways", National Parks Service,  
<http://www.nps.gov/pwro/rtca/propval.htm>

"The Impacts of Rail-Trails: A Study of the Users and Property Owners From Three Trails", by Rivers, Trails, and Conservation Assistance Program, National Park Service, Washington, D.C. February 1992.

"The Effect of Environmental Zoning and Amenities on Property Values: Portland, Oregon, City of Portland Bureau of Planning, May 2003, by Noelwah Netusil, Reed College

"Evaluation Of The Burke-Gilman Trail's Effect on Property Values and Crime" , Seattle Engineering Department and Office of Planning, Gary Zarker, James M. Bourey, May 1987

"An Economic Analysis Of The Health-Related Benefits Associated With Bicycle Infrastructure Investment In Three Canadian Cities" D.G.T. Whitehurst, D.N DeVries, D. Fuller, M. Winters 2021

"Measuring Trail Benefits: Property Values" Headwater Economics, Spring 2016  
<http://headwaterseconomics.org/wp-content/uploads/trails-library-property-value-overview.pdf>

### **Reduced Medical Costs**

"The Business of Trails: A Compilation of Economic Benefits." American Trails, Terry Eastin, Dec. 2008.  
<https://www.americantrails.org/resources/the-business-of-trails-a-compilation-of-economic-benefits>

"Canadian Medical Association: Policy Active Transportation" 2009  
<https://policybase.cma.ca/media/PolicyPDF/PD09-04.pdf>

"The Economic Costs Associated With Physical Inactivity And Obesity In Canada: An Update." PT. Katzmarzyk, I. Janssen, I. Can J App Phys 2004;29(1):104.  
<https://pubmed.ncbi.nlm.nih.gov/15001807/>

"The Economic Burden Of Physical Inactivity In Canada" PT. Katzmarzyk, N. Gledhill, RJ.Shephard RJ. Nov. 2008.  
<https://pubmed.ncbi.nlm.nih.gov/11192648/#:~:text=Results%3A%20About%20%242.1%20billion%2C%20or,as%20high%20as%20%243.1%20billion>

"Economic Benefits of Bicycling" Asheville on Bikes: <https://ashevilleonbikes.com/for-businesses/economic-benefits-bicycling>

"Building Healthy Communities Together: Active and alternative transportation to support healthy living in Grey Bruce." Tammy Aitken, Jason Crannt, Crystal Ferguson, Robert Graham, Robert, Bev Middleton,. *Operation Safe Strong Clean Committee, Grey Bruce Health Unit, Owen Sound, ON*, 23 Dec. 2009, pp. 2-7, [www.publichealthgreybruce.on.ca/Portals/0/Topics/Physical/Active%20%20Alternative%20Transportation%20to%20Support%20Healthy%20Living%20in%20Grey%20Bruce.pdf](http://www.publichealthgreybruce.on.ca/Portals/0/Topics/Physical/Active%20%20Alternative%20Transportation%20to%20Support%20Healthy%20Living%20in%20Grey%20Bruce.pdf)

"Better Bike Infrastructure Improves Environmental and Human Health." Uma Atre *Environmental and Energy Study Institute*, 25 Mar. 2020, : 6 pars, [www.eesi.org/articles/view/better-bike-infrastructure-improves-environmental-and-human-health](http://www.eesi.org/articles/view/better-bike-infrastructure-improves-environmental-and-human-health).

### **General Information / Safety**

"Active Transportation Beyond Urban Centres: Walking and Bicycling in Small Towns and Rural America"  
Rails to Trails Conservancy  
<https://www.railstotrails.org/resourcehandler.ashx?id=4141>



"Trail Usage and Value: A Helena Case Study " Institute for Tourism and Recreation Research - University of Montana. Jeremy L. Sage, Norma Nickerson, January 2018  
[https://headwaterseconomics.org/wp-content/uploads/Trail\\_Study\\_143-MT-Helena-Trail-Use-And-Value.pdf](https://headwaterseconomics.org/wp-content/uploads/Trail_Study_143-MT-Helena-Trail-Use-And-Value.pdf)

"An economic analysis of the health-related benefits associated with bicycle infrastructure investment in three Canadian cities" PLoS ONE 16(2): e0246419. Whitehurst, DGT, Fuller DN, Winters M. 2021  
<https://doi.org/10.1371/journal.pone.0246419>

"Preventing Vandalism" The Urban Institute Justice Policy Centre, Michelle L. Scott, Nancy G. La Vinge, Tobi Palmer 2007.  
<https://www.urban.org/sites/default/files/publication/31256/1001192-Preventing-Vandalism.PDF>

"Minimizing Risk And Liability Best Practices Guide For Trail Stewards, Operators, Managers And Owners" Government of Alberta, Alberta Tourism, Parks And Recreation Outdoor Development Branch, March 2013  
[http://www.albertatrailnet.com/wordpress/wp-content/uploads/Minimizing\\_Risk\\_and\\_Liability.pdf](http://www.albertatrailnet.com/wordpress/wp-content/uploads/Minimizing_Risk_and_Liability.pdf)

"Trail Development Guidelines for Alberta's Public Land" Government of Alberta, Alberta Environment and Parks, September 2019  
<https://open.alberta.ca/dataset/b1cae0e7-4b70-4c7b-8575-f89ada15342d/resource/9cc04dc8-ffe5-4c04-aed4-ff43cee2cb56/download/aep-trail-development-guidelines-2019.pdf>

"Report On Two Successful Rural Trails The Iron Horse Trail Western Irrigation District (Wid) Canal Pathway " Linda Strong-Watson January 2000  
<http://www.albertatrailnet.com/downloads/Report%20on%20Two%20Successful%20Rural%20Trails%206%203%2000.pdf>

"Guidelines and Best Practices for the Design, Construction and Maintenance of Sustainable Trails for All Ontarians" Trails for All Ontarians Collaborative, 2006  
[https://www.recpro.org/assets/Library/Trails/ontario\\_guidelines\\_bmp\\_design\\_construction\\_maintenance\\_sustainable\\_trails.pdf](https://www.recpro.org/assets/Library/Trails/ontario_guidelines_bmp_design_construction_maintenance_sustainable_trails.pdf)

"Small Town and Rural Multimodal Networks, US Department of Transportation - Federal Highway Administration, December 2016  
[https://westerntransportationinstitute.org/wp-content/uploads/2017/01/fhwahep17024\\_lg.pdf](https://westerntransportationinstitute.org/wp-content/uploads/2017/01/fhwahep17024_lg.pdf)

"Designating Scenic Bikeways: A Framework for Rural Road Owners" US Department of Transportation - Federal Highway Administration, Publication No. FHWA-FLH-19-004 June 2019  
[https://www.fhwa.dot.gov/clas/pdfs/bikeway\\_designation\\_framework\\_fhwa\\_flh\\_19-004.pdf](https://www.fhwa.dot.gov/clas/pdfs/bikeway_designation_framework_fhwa_flh_19-004.pdf)

"Active Transportation Facility Guidelines" Rockyview County, October 2018  
<https://www.rockyview.ca/Portals/0/Files/BuildingPlanning/Planning/ATP/ATP-SouthCounty-Appendix-A-Facility-Guidelines.pdf>

"Active Transportation" Plan H BC Healthy Communities Society  
<https://planh.ca/take-action/healthy-environments/built-environments/page/active-transportation>

"Pedestrian and Bicycle Planning Guide to Best Practices", T. Litman, R. Blair, B. Demopoulos, N. Eddy, A. Fritz, D. Laidlaw, H. Maddox, K. Forester, Victoria Transport Policy Institute. 2002  
[https://www.researchgate.net/publication/235360400\\_Pedestrian\\_and\\_Bicycle\\_Planning\\_A\\_Guide\\_to\\_Best\\_Practices](https://www.researchgate.net/publication/235360400_Pedestrian_and_Bicycle_Planning_A_Guide_to_Best_Practices)





PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E [tofiedadmin@tofiedalberta.ca](mailto:tofiedadmin@tofiedalberta.ca)  
W [www.tofiedalberta.ca](http://www.tofiedalberta.ca)

August 23, 2022

The Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
204, 10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

---

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.

Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
Page 2

Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,

*Debora L. Dueck*

Debora Dueck  
Mayor

C.C     AUMA Membership  
         RMA Membership  
         Jackie Lovely, MLA

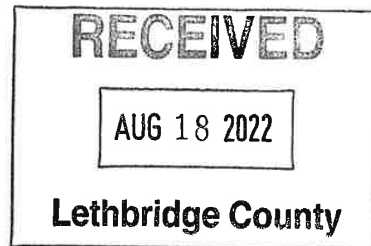


P.O. BOX 180  
VULCAN, ALBERTA  
T0L 2B0

TELEPHONE: 1-403-485-2241  
TOLL FREE: 1-877-485-2299  
FAX: 1-403-485-2920  
[www.vulcancounty.ab.ca](http://www.vulcancounty.ab.ca)

August 12, 2022

Lethbridge County  
#100, 905 – 4th Avenue South  
Lethbridge, Alberta  
T1J 4E4



**RE: Vulcan County Transition to an Ambulance Service Provider Contract**

Dear Council and CAO Mitchell,

Following much consideration and discussion on our end, Vulcan County has provided notice of intent to Alberta Health Services to transition back to a municipal emergency medical service.

As a municipal neighbour, Vulcan County is reaching out to you to gauge your interest in exploring alternative ambulance servicing options within our region. The level of service which is being provided by Alberta Health Services compared to what is required is too large of a gap to ignore.

Vulcan County's Director of Protective Services, Douglas Headrick, has been in regular contact with District 4 Manager Nathan Dasuki to address the inadequacy of ambulance coverage in Vulcan County and the urban communities within. Unfortunately, Vulcan County has seen no change in the frequency of our ambulance being flexed to other municipalities or, otherwise, shut down because it cannot be staffed. To be perfectly frank, ambulance response times in Vulcan County are abysmal! The average response time is in the 90th percentile, being approximately 49 minutes in the Town of Vulcan, where the ambulance should be stationed; to 45 minutes in other areas of Vulcan County.

It is our understanding that in the first half of 2022, Alberta Health Services had 2,522 red alerts totaling 2,738 minutes. This equates to roughly 45 hours where an ambulance was not available, a truly alarming statistic! With this in mind, Vulcan County Council and Administration is confident that our organization can provide a far superior service, especially as we see our ambulance shut down for days on end, including day and night shifts over a 24-hour period. It is just as common for us to see this ambulance flexed or shut down as it is to see it here and operating. This point of fact is never reported in the media, not to mention how our communities are more vulnerable than those in the urban centers as a direct result. A person in Calgary requiring urgent medical care, wherever they may be located, is not far from a hospital. Geographic distance and the potential reliance on air transport means that ambulances need to be stationed, available and present in rural Alberta.

We were promised by Alberta Health Services (when they replaced Foothills Regional Emergency Medical Services with a direct delivery model) that service levels would be maintained. Nothing could be further from the truth, and we believe that this degradation of service is attributable to "Gross Negligence" by Chief Paramedic Sandbeck and his office as they have failed to both recognize the problem and offer meaningful solutions. Alberta Health Services lacks local accountability, being hamstrung by unworkable policies and bureaucracy, and is unable to effect change. Local government in Vulcan County and our neighbouring municipalities does not exist in a bureaucratic silo, and we believe we are in an advantageous position to make the necessary changes to ambulance service in an expedient manner.

It is our belief that we can no longer standby while Alberta Health Services puts our communities in immediate jeopardy while offering no solutions. Our volunteer firefighters are getting burnt out responding to and waiting for EMS to arrive on scene. Just over two weeks ago, when our Director of Protective Services found a medic to staff an AHS ambulance, thereby avoiding a shutdown on a busy weekend, ingratitude was shown by flexing the Vulcan unit to High River. That same weekend, Vulcan County had a mass casualty event and had to wait almost 30 minutes for Nanton EMS to arrive on scene when it should have taken Vulcan EMS 15 minutes. The deployment model being offered by Alberta Health Services is unworkable, unaccountable, and dangerous. Unless we intervene, our communities will continue to suffer these failures and preventable deaths will occur.

As such, it is our belief that Vulcan County Emergency Services will provide a better and more responsive service to our communities, one where resources will remain local to these communities. For the safety and security of our residents, Vulcan County intends—as other jurisdictions are now doing—to transition back to a municipal emergency medical service.

If your municipality has been experiencing similar inadequate ambulance service, we would be interested in meeting with you and discussing this further. Please contact me via email at [cao@vulcancounty.ab.ca](mailto:cao@vulcancounty.ab.ca) or by phone at 403-485-3101.

Sincerely,



Nels Petersen  
Chief Administrative Officer  
Vulcan County

Cc: MD of Willow Creek, County of Newell, Wheatland County, Municipal District of Taber, Foothills County, Village of Arrowwood, Village of Carmangay, Village of Champion, Village of Lomond, Village of Milo, Town of Vulcan





June 27, 2022

## CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

**We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:**

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
  - *Expand Police and Crisis Teams with police and Alberta Health Services*
  - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
  - *Ensure timely trials by prioritizing violent over non-violent crimes*
  - *Hire more Crown prosecutors and appoint more Provincial Court Judges*





**Organizations:**

National Police Federation  
Alberta Community Crime Prevention Association  
Alberta Union of Public Employees  
Clearwater Community Crime Watch  
Public Service Alliance of Canada – Prairies  
Union of Safety and Justice Employees  
Victim Services Alberta

**Cities:**

City of Wetaskiwin

**Towns:**

Town of Beaverlodge  
Town of Bon Accord  
Town of Bowden  
Town of Black Diamond  
Town of Blackfalds  
Town of Canmore  
Town of Coalhurst  
Town of Crossfield  
Town of Edson  
Town of Fairview  
Town of Fort Macleod  
Town of Grimshaw  
Town of High Level  
Town of High Prairie  
Town of High River  
Town of Innisfail  
Town of Magrath  
Town of Mayerthorpe  
Town of McLennan  
Town of Millet  
Town of Penhold  
Town of Ponoka  
Town of Spirit River  
Town of Swan Hills  
Town of Sylvan Lake  
Town of Tofield  
Town of Trochu  
Town of Vauxhall  
Town of Vermilion  
Town of Viking  
Town of Wainwright  
Town of Westlock

**Villages:**

Village of Alliance  
Village of Berwyn  
Village of Carmangay  
Village of Caroline

Village of Champion  
Village of Chipman  
Village of Clive  
Village of Coutts  
Village of Delia  
Village of Edgerton  
Village of Elnora  
Village of Girouxville  
Village of Hines Creek  
Village of Longview  
Village of Marwayne  
Village of Myrnam  
Village of Rosemary  
Village of Standard  
Village of Two Hills  
Village of Vilna  
Village of Waskatenau  
Village of Breton

**Summer Villages:**

Summer Village of Ghost Lake  
Summer Village of Jarvis Bay  
Summer Village of Seba Beach

**Counties:**

Big Lakes County  
Brazeau County  
County of Northern Lights  
Northern Sunrise County  
Smoky Lake County  
County of Wetaskiwin

**Municipalities:**

Municipal District of Peace  
Municipality of Crowsnest Pass





ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Calgary-Beddington*

AR53512

August 30, 2022

Mr. Tory Campbell  
Reeve  
Lethbridge County  
100, 900 - 4th Avenue South  
Lethbridge AB T1J 4E4

Dear Mr. Campbell:

Thank you for your August 9, 2022, letter regarding the condition of Piyami Lodge in Picture Butte, and for your support of local housing management bodies. I appreciate the opportunity to respond.

My ministry has received the business case submitted by Green Acres Foundation, and has given it careful and thorough consideration. As part of implementing *Stronger Foundations: Alberta's 10-year Strategy to improve and expand affordable housing*, we are rolling out the Alberta Housing Partnership Program this fall. The program is intended to provide grants for up to one-third of the total capital cost of a project. I encourage Green Acres Foundation to review the parameters of the program once released, and to apply for grant funding if the proposal is aligned with the eligibility criteria.

If Green Acres Foundation has questions about their business case or the Partnership Program, they may contact their Housing Advisor, Amber Gallant, by email at [amber.gallant@gov.ab.ca](mailto:amber.gallant@gov.ab.ca) or by telephone at 403-297-5745.

Please accept my sincere appreciation to Lethbridge County and Green Acres Foundation for their ongoing commitment to improving and supporting affordable housing in the County of Lethbridge. Thank you as well for your invitation to tour the Piyami Lodge; unfortunately, my schedule does not allow for a visit at this time.

.../2

Mr. Tory Campbell  
Page Two

Thank you again for writing, and for your dedication to meeting the housing needs of Albertans with low income.

Sincerely,

A handwritten signature in black ink, appearing to read 'JPoon', with a large circular flourish at the end.

Josephine Poon  
Minister of Seniors and Housing

cc: Ms. Ann Mitchell, Chief Administrative Officer  
Green Acres Foundation

Mr. Joseph Schow  
MLA, Cardston-Siksika

# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - July 2022  
**Meeting:** Council Meeting - 01 Sep 2022  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 22 Aug 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

To remain transparent to its citizens. Lethbridge County Council report on their activities and events attended throughout the month.

## RECOMMENDATION:

No motion required.

## REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

## PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

## BACKGROUND INFORMATION:

Lethbridge County Council in order to remain transparent to its citizens, provides a monthly report on their activities and events for the prior month.

## ALTERNATIVES / PROS / CONS:

By not reporting activities and events attended by members of Council, citizens are unaware of the events occurring within the region and are unaware of the participation of Council with regards to Community events.

## FINANCIAL IMPACT:

None at this time.

## LEVEL OF PUBLIC PARTICIPATION:





Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[2022 July Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance  
July 2022**

**Division 1**

**Councillor Lorne Hickey**

July 7	Lethbridge County Council Meeting
July 14	Lethbridge County Special Council Meeting
July 14	Council/CAO Economic Development Discussion
July 19	Lethbridge County/City of Lethbridge Intermunicipal Committee Meeting

---

**Division 2**

**Reeve Tory Campbell**

July 1	City of Lethbridge Canada Day Event at Henderson Park
July 14	Lethbridge County Special Council Meeting
July 14	Council/CAO Economic Development Discussion
July 15	CAO/Reeve Meeting
July 15	Meeting with MP Rachael Thomas
July 16	Nobleford Parade
July 19	Lethbridge County/City of Lethbridge Intermunicipal Committee Meeting
July 21	Team Lethbridge Planning Meeting

---

**Division 3**

**Councillor Mark Sayers**

July 7	Lethbridge County Council Meeting
July 14	Lethbridge County Special Council Meeting
July 14	Council/CAO Economic Development Discussion

---

**Division 4**

**Councillor John Kuerbis**

July 7	Lethbridge County Council Meeting
July 14	Lethbridge County Special Council Meeting

---

**Division 5**

**Councillor Eric Van Essen**

July 7	Lethbridge County Council Meeting
July 14	Lethbridge County Special Council Meeting
July 14	Council/CAO Economic Development Discussion
July 16	Nobleford Parade

---

**Division 6****Deputy Reeve Klaas VanderVeen**

July 7	Lethbridge County Council Meeting
July 14	Lethbridge County Special Council Meeting
July 14	Council/CAO Economic Development Discussion
July 22	SAEWA Board Meeting

---

**Division 7****Councillor Morris Zeinstra**

July 7	Lethbridge County Council Meeting
July 14	Lethbridge County Special Council Meeting
July 14	Council/CAO Economic Development Discussion
July 16	Nobleford Parade